

ARKANSAS REVENUE DIVISION

OFFICE OF MOTOR VEHICLE



International Registration Plan
Motor Carrier Services Manual

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ARKANSAS APPORTIONED REGISTRATION PROCEDURES AND INSTRUCTIONS MANUAL

FORWARD

The International Registration Plan is an agreement providing for registration reciprocity among states of the United States and provinces of Canada providing for payment of apportionable fees on the basis of total distance operated in all jurisdictions.

The unique feature of the Plan is that, even though apportionable fees are paid to the various Jurisdictions in which Vehicles of a Fleet are operated, the only Plate and Cab Card issued for each Fleet Vehicle are the Plate and Cab Card issued by the Base Jurisdiction.

The instructions for licensing a vehicle have been compiled by the Arkansas Motor Vehicle Division to help Arkansas-based carriers register vehicles with IRP.

Contact Information

The State of Arkansas offers a variety of conveniences in conducting business. The following options detail how application, transactions, permits, and filing for an Apportioned Plate can be processed by the Office of Motor Vehicle. The office location is:

OFFICE OF MOTOR VEHICLE / IRP UNIT
1900 West Seventh Street, Room 1010
Little Rock, Arkansas 72201

Office of Motor Vehicle

The Office of Motor Vehicle is located in the Ragland Building at the physical address shown above, which is located near the State Capitol and Arkansas Children's Hospital.

Hours are 8:00 a.m. through 4:30 p.m. Monday through Friday excluding Holidays.

Note: All new accounts must be established by visiting the Motor Vehicle Office / IRP Unit located in the Ragland Building. We encourage all new applicants to arrive before 3:00 p.m. for same day processing.

All IRP vehicles are subject to the Federal Motor Carrier Regulations published in the Title 49 of the U.S. code of Federal Regulations.

Office of Motor Vehicle / IRP Unit telephone and fax numbers:

	<u>Telephone</u>	<u>Fax</u>
Registration	(501) 682-4653	(501) 682-4615
Audit	(501) 683-5966	(501) 682-4615
UCR	(501) 683-0947	(501) 682-4615

DFA Website: www.arkansas.gov/dfa

Additional Information:

ARKANSAS HIGHWAY POLICE

Post Office Box 2779

Little Rock, Arkansas 72203

Phone: (501) 569-2421

Fax: (501) 569-4999

www.arkansashighways.com/highway_police/highway_police.aspx

MOTOR FUEL TAX / IFTA

Post Office Box 1752

1816 W. 7th Street

Little Rock, Arkansas 72203

Phone: (501) 682-4800

Fax: (501) 682-5599

www.dfa.arkansas.gov/offices/exciseTax/MotorFuelTax/Pages/default.aspx

FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION

ARKANSAS DIVISION

2527 Federal Building

700 W. Capitol Avenue

Little Rock, Arkansas 72201

Phone: (501) 324-5050

Fax: (501) 324-6562

www.fmcsa.dot.gov

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

10324 Interstate 30

Little Rock, Arkansas 72209

Phone: (501) 569-2000

Fax: (501) 569-2400

www.arkansashighways.com

ARKANSAS PUBLIC SERVICE COMMISSION

1000 Center Street

Little Rock, Arkansas 72201-4314

Phone: (501) 682-2051

www.arkansas.gov/psc

OVERSIZED AND OVERWEIGHT PERMITS

Arkansas State Highway & Transportation Department

Permit Section

10324 Interstate 30

Little Rock, Arkansas 72209

Phone: (501) 569-2381

www.arkansashighways.com/permits_list.aspx

ARKANSAS STATE POLICE HEADQUARTERS

1 State Police Plaza Drive

Little Rock, Arkansas 72209

Phone: (501) 618-8000

www.asp.state.ar.us

INFORMATION ON APPORTIONED REGISTRATION**The Plan**

It is the purpose of this plan to promote and encourage the most efficient use of the highway system by authorizing the proportional registration of fleets of vehicles and the recognition of vehicles proportionally registered in other jurisdictions, thus contributing to the economic and social development and growth of the jurisdictions.

Under the Plan, the interstate operator is required to file an application with the jurisdiction in which he is based. The base jurisdiction, in turn, issues a base apportioned license plate and cab card. The base plate and cab card are the only identification or credentials required to qualify the carrier to operate interstate or intrastate in IRP member jurisdictions. The cab card will list those jurisdictions in which the operator has qualified and paid registration fees.

All license fees that are collected by the base jurisdiction are divided among the other IRP jurisdictions according to:

1. Percentage of distance traveled in each jurisdiction;
2. Vehicle information, such as model year, purchase price, vehicle type; and
3. Maximum weight.

The IRP is specific in requiring all member jurisdictions to comply with the following three basic principles:

1. A single registration plate;

2. A single registration card (cab card); and
3. Allow registrants to perform both interstate and intrastate vehicle movements.

Fleet

A fleet is one or more apportionable vehicles designated by the registrant for IRP reporting. Fleets must meet basic requirements by:

- Maintaining an established place of business, which means a physical structure located in the base jurisdiction, owned, leased or rented by the fleet registrant;
- Maintaining operational records; and
- Accruing distance in the base jurisdiction

Registrant may choose to separate vehicles into several fleets in a single jurisdiction.

Vehicle Registration Qualifications

A vehicle that must be included in an IRP fleet and defined in the IRP as an apportionable vehicle is any power unit that is used or intended for use in two or more IRP jurisdictions and that is used for the transportation of persons for hire or property, and:

- Has two axles and a gross vehicle weight, or registered gross vehicle weight in excess of 26,000 pounds (11,793 kilograms); or
- Is a power unit having three or more axles, regardless of weight; or
- Is used in combination when the combined weight exceeds 26,000 pounds (11,793 kilograms) gross vehicle weight or registered weight.

A vehicle that may be included in an IRP fleet and defined in the IRP as an apportionable vehicle is any vehicle that is intended (18 month rule) or used for the transportation of persons or property, and which is:

- Conducting intra-jurisdictional operation in a jurisdiction other than the base jurisdiction, regardless of weight, and/or
- Trucks and truck tractors, and combination of vehicles having a gross vehicle weight of 11,793.401 kgs/26,000 pounds or less, and buses used in the transportation of chartered parties.

VEHICLE EXEMPTIONS UNDER IRP

The IRP exempts the following vehicles from IRP registration; however, a plate must be obtained and displayed on:

- Vehicles operating under separate reciprocity agreements that are not superseded by the IRP, or
- Commercial vehicles used solely intra-jurisdictionally, or
- Recreational vehicles used for personal pleasure or travel by an individual or family, or
- Commercial vehicles displaying restrictive plates which have geographic area, distance, or commodity restrictions, or
- Trailers, or
- Government-owned vehicles, or
- Charter bus companies, if they meet the eligibility requirements

Recommendation: Visit the IRP website for specific definitions and requirements. (www.irponline.org)

Please refer to the IFTA website at www.iftach.org for vehicle exemptions in each IFTA jurisdiction.

The Plan Does Not:

- Waive or exempt a truck operator from obtaining operating authority from any jurisdiction in which the IRP vehicle travels; or
- Waive or exempt the payment of motor fuel taxes in any jurisdiction; or
- Permit exceeding the maximum length, width, height, or axle limitations; or
- Permit the violation of any bridge law.

Note: The Plan was initially developed by the American Association of Motor Vehicle Administrators and is recommended for adoption by all Jurisdictions.

IRP REGISTRATION CRITERIA

“Established Place of Business” is a physical structure located within the base jurisdiction that is owned or leased by the applicant or registrant and whose street address

shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant's or registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The applicant or registrant needs to not have land line telephone service at the physical structure. Operational records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1020). The base jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an Established Place of Business within the base jurisdiction.

- a) An applicant may elect as its base jurisdiction any member jurisdiction:
 - Where the applicant has an Established Place of Business;
 - Where the fleet of the applicant seek to register under the Plan accrues distance; and
 - Where operational records of the fleet are maintained or can be made available.
- b) An applicant that **does not** have an Established Place of Business in any jurisdiction may designate as a base jurisdiction any member jurisdiction
 - Where the applicant can demonstrate residence;
 - Where the fleet the applicant seeks to register under the Plan accrues distance; and
 - Where operational records of the fleet are maintained or can be made available.
- c) To establish residence in a member jurisdiction, an applicant must demonstrate to the satisfaction of the member jurisdiction at least three of the following:
 - The applicant is an individual that his or her driver's license is issued by that jurisdiction.
 - The applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that jurisdiction.
 - The applicant is a corporation, that the principal owner is a resident of that jurisdiction.
 - The applicant's federal income tax returns have been filed from an address in that jurisdiction.

- The applicant has paid personal income taxes to that jurisdiction.
- The applicant has paid real estate or personal property taxes to that jurisdiction.
- The applicant receives utility bills in that jurisdiction in its name.
- The applicant has a vehicle titled in that jurisdiction in its name, with a physical address in the base jurisdiction.
- Other factors that clearly evidence the applicant's legal residence in Arkansas.

Note: The department at their discretion may request additional information to substantiate proof of residency in addition to the items listed above.

Proof of Active Operating Authority must be in the name of the applicant or a valid Authority Lease Agreement must be provided prior to obtaining any IRP Plates and Credentials. An Authority Lease Agreement with the **intent to lease is not acceptable**.

ARKANSAS STAGGERED REGISTRATION

Staggered registration is a method of distributing fleet registrations so that credentials expire in different months during the same registration year. Staggered registration offers registrants the flexibility of selecting a different expiration month for each fleet. Registrants may also break a fleet into multiple fleets with each having a different expiration month. This flexibility affords registrants more control of business decisions. Staggered registration also affords greater lead-time for registrants to place the **credentials in or on the apportioned vehicle.**

The miles (distances) reported may vary, but the Distance Reporting Period will always be July 1 to June 30.

The enforcement date will be the first day of the registration month. For example, using May as a registration month, the enforcement day starts May 1. The registration period is: May 1 through April 30.

RENEWAL REPORTING PERIOD

Renewal reporting periods for **October, November, and December** staggered months, will report current mileage accrued. See the chart below for an example:

Staggered Registration Year for The Reporting Period:

January 2000	July 1, 1998 through June 30, 1999
February 2000	July 1, 1998 through June 30, 1999
March 2000	July 1, 1998 through June 30, 1999
April 2000	July 1, 1998 through June 30, 1999
May 2000	July 1, 1998 through June 30, 1999
June 2000	July 1, 1998 through June 30, 1999
July 2000	July 1, 1998 through June 30, 1999
August 2000	July 1, 1998 through June 30, 1999
September 2000	July 1, 1998 through June 30, 1999
October 2000	July 1, 1999 through June 30, 2000
November 2000	July 1, 1999 through June 30, 2000
December 2000	July 1, 1999 through June 30, 2000

REQUIREMENTS FOR REGISTERING FOR APPORTIONED LICENSENew Account:

1. Phone number to reach registrant.
2. **NEWLY PURCHASED EQUIPMENT:**
 - a. A title or MSO that has been properly assigned to the purchaser. If the previous title has a lien from the previous owner, it must be released.
 - b. A bill of sale signed by the buyer and seller. It must contain the correct full VIN and purchase price. If there is a trade-in, the bill of sale must show the full VIN of the traded equipment.
 - c. A security agreement with the correct full VIN and debtor's signature if the equipment is finance.
 - d. A signed title application.
 - e. Sales tax, city/county taxes, title fee and/or lien fee.
 - f. Statement that the individual or business is located outside the city limits when the statement applies.
3. **EQUIPMENT ALREADY TITLE:**
 - a. Copy of current or latest registration.
 - b. Copy of Arkansas title. Out of state titles must be surrendered and converted to an Arkansas title. There is a \$10.00 charge for titles without liens and a \$10.50 charge for titles with liens.
 - c. If title is in your name but is an out of state title, you must prove residency in the title state by supplying a copy of a telephone bill and a utility bill at a physical address. Other information may be required. Failure to provide this information may result in sales tax being due.
4. Proof of 2010-2011 heavy vehicle use tax – 2290. The tax must be paid on power units that are registered for 55,000 pounds or more. The form must contain the VIN for qualifying power units, the proper category and a stamp from the IRS that your tax return was received.
5. Proof of liability insurance.

6. ASSESSMENT / TAXES**If you have ICC authority:**

- a. A copy of your 2011 PSC Annual Motor Carrier Report filed with the Arkansas Public Service Commission.
- b. A 2012 Intent to List with the Public Service Commission for new equipment purchases after 01/01/11.
- c. Either a letter from the Department of Finance and Administration Miscellaneous Tax Section or a copy of your 2009 ad valorem tax bill and copies of your cancelled check(s) as proof of paid 2009 ad valorem taxes.

*****If you are leasing someone that has been registered to an ICC carrier, we need the previous carrier's M# to verify the vehicle you are leasing is assessed and their taxes are paid.**

If you assess through the county:

- a. A copy of your 2011 personal property assessment that contains the equipment you are registering.
- b. A copy of your paid 2009 personal property taxes. Your 2011 assessment may indicate the taxes are paid.

*****If the lease date is 3 years old or newer, a previous year county personal property tax receipt is required. If Arkansas M# is relative new for ad valorem, the carrier's county tax receipt is required.**

- 7. Lease agreement is applicable.
- 8. Mileage letter acknowledging you must maintain mileage/distance records and make them available for audit.
- 9. FEIN/TIN (federal employer identification number or taxpayer identification number) for each carrier that is responsible for the safety of the vehicle.
- 10. USDOT # for the entity responsible for safety.
- 11. Completed apportioned registration application. Please let us know if you need forms.

PLEASE CONTACT THE IRP UNIT AT (501) 682-4653 IF YOU HAVE ANY QUESTIONS, NEED HELP CALCULATING SALES TAX, OR COMPLETING THE APPLICATION FORMS.

TRANSACTION TYPES (SUPPLEMENT)

Before a supplement can be processed, the IRP renewal application must be processed and paid. Once the renewal application has been processed and paid, the appropriate IRP forms and supporting documentation may be submitted as outlined below.

Supplements may be submitted for the following:

- | | | |
|--------------------|---------------|------------------|
| ➤ Add Jurisdiction | Add Vehicle | Amend vehicle |
| ➤ Replace plate | Replace decal | Reinstatement |
| ➤ VIN correction | Combined | Replace cab card |

- Name change Change weight Cab Card correction
- Change type of operation Add vehicle with transfer

RENEWAL PROCESSING

A. Computer Printed Renewals

Please verify all of the information listed in Column A on the Corrections Schedule is correct. Make changes in Column B, if necessary. The Renewal Vehicle Schedule form will list units authorized to operate in each jurisdiction(s) and the weight(s) according to the previous year's registration at the time the renewal was printed.

If vehicles listed on the printed renewal are no longer in service, draw a line through the vehicle(s) you wish **NOT** to renew. These units will be deleted by the IRP office. Sign and date the application in the designated space.

If additional vehicles are being added to the fleet, list these units on a supplement application form. The added vehicles are keyed as part of the renewal and not a supplement unless the units need to be added prior to the effective date of the renewal.

On the Renewal Distance Schedule, mark in the designated space by each jurisdiction if the miles/kilometers for the reporting period are actual, "A", estimated, "E", or no travel intended, "N". In the space marked distance, write in the actual or estimated miles/kilometers for that jurisdiction.

Submit completed forms signed and dated along with the required documents to the office of IRP.

STATE FORMS

The following section explains the state forms and supporting documentation used to establish an Arkansas IRP account and/or modify existing accounts, fleets, or vehicles. Each form has line by line instructions.

Schedule A/E:

Schedule A/E is used to establish a fleet for a New Account, New Fleet to an existing account or when the printed renewal is not available.

The following information must be provided on, or in addition to, the completed Schedule A/E:

- The business address must reflect a valid Arkansas street address.
- All vehicles within the same fleet will be registered in the same jurisdictions.
- Each vehicle should be grouped according to the type and weight, and each group should be listed on a separate Schedule A/E. Weights for the group should be shown in all Member Jurisdictions where you want apportionment.

Name of Applicant - Applicant's name shall be the full name of the operating carrier, or the name of a business or firm. The name must be limited to 30 characters in length.

Business Address- The physical street address is where the applicant has an established place of business. This **must** be an Arkansas address where the fleet is based.

NOTE: Arkansas IRP will not accept a P.O. Box or Box number for the business address listed on the IRP application. The business address must contain a valid street address in the state of Arkansas.

Mailing Address – The address where the applicant desires his/her registration credentials and correspondence to be mailed. The only exception would be when we are shipping six (6) or more license plates because we are required to send them to a street address. If you want the plates to go to a street address other than the business address, please let us know.

License Year – A period of time for which registration is issued by the base jurisdiction.

Fleet Number – If an applicant has multiple fleets, each fleet will be assigned a separate fleet number.

Person to Contact – List the name of the person responsible for licensing the fleet and who is familiar with the requirements of the application. Include the area code and telephone number where this person may be reached during the IRP Unit's business hours of 8:00 AM to 4:30 PM (CST).

Weight Group Numbers and Weight Group Class – Weight Group Class is (P) for all Power Units, (T) for all Trailers, and (B) for Buses. The weight group numbers are assigned according to the weight of the vehicle. If there is more than one weight among the registered vehicles, each different weight group and the corresponding vehicle(s) must be listed on a separate Schedule A/E. See the following chart:

<u>Vehicle Weight/Weight Group</u>		<u>Vehicle Weight/Weight Group</u>	
6,000	060	44,000	440
7,000	070	45,000	450
8,000	080	46,000	460
9,000	090	47,000	470

10,000	100	48,000	480
11,000	110	49,000	490
12,000	120	50,000	500
13,000	130	51,000	510
14,000	140	52,000	520
15,000	150	53,000	530
16,000	160	54,000	540
17,000	170	55,000	550
18,000	180	56,000	560
19,000	190	57,000	570
20,000	200	58,000	580
21,000	210	59,000	590
22,000	220	60,000	600
23,000	230	61,000	610
24,000	240	62,000	620
25,000	250	63,000	630
26,000	260	64,000	640
27,000	270	65,000	650
28,000	280	66,000	660
29,000	290	67,000	670
30,000	300	68,000	680
31,000	310	69,000	690
32,000	320	70,000	700
33,000	330	71,000	710
34,000	340	72,000	720
35,000	350	73,000	730
36,000	360	74,000	740
37,000	370	75,000	750
38,000	380	76,000	760
39,000	390	77,000	770
40,000	400	78,000	780
41,000	410	79,000	790
42,000	420	80,000	800
43,000	430	Trailer	001

Note: All Arkansas's trailers are registered at 34,000 lbs.

IN THE FOLLOWING COLUMNS, LIST VEHICLES IN THE SAME WEIGHT GROUP.

Columns A through M - In order for the IRP Unit to calculate fees for all jurisdictions, all the columns **MUST** be completed as follows:

Column A - **Owner's Equipment Number** – enter the owner's or company's assigned unit or equipment number.

Column B - **Year** - enters the year model designated by the manufacturer.

Column C - **Make** - enter the trade name of each vehicle

Column D - **Vehicle Identification Number** - enter the complete vehicle identification number as assigned by the manufacturer.

Column E - **Type** - enters vehicle type per the codes at bottom of Schedule A.

Column F - **Axles/Seats** - enter the number of axles under each unit. For buses list the number of seats.

Column G - **Fuel** - enter fuel according to the codes at the bottom of Schedule A.

Column H - **Unladen Weight** - enter the empty weight for each unit.

Column I - **Combined/Declared Gross Weight** - enter the combined gross weight for vehicles in combination or the gross weight for the power unit. The combined gross weight is the weight of the truck or truck-tractor plus the weight of any trailer or semi-trailer, together with the cargo or payload transported. The gross weight is the empty weight of the truck-tractor plus the loaded weight of the front end of the semi-trailer resting on the truck-tractor. For the trailers, enter the trailers empty weight plus the weight of the heaviest load to be transported on the axles.

Column J - **Name of Owner** - enter name as shown on face of existing title. For a new purchase, show the name as it is assigned on the MSO or title. If the vehicle is financed, we are governed by the contract assignment.

Column K - **Title Number** - enter the title number issued to the owner shown in Column K. If the equipment is not titled in Arkansas, supporting documents to secure an Arkansas title must accompany the application. Enter "AR Applied" in this situation.

Column L - **Date of Purchase** – enter month, day and year of purchase.

Column M - **Factory List Price** – enter the manufacturer's retail price, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle. If factory price is not known leave blank.

And

Latest Purchase Price – enter the actual purchase price of the purchase price of the vehicle paid by the current owner, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle.

Column N – **For office use only.**

Column O – **For office use only.**

In the appropriate boxes at the bottom of the page, indicate the total number of Power units and trailers listed on the application.

Schedule B

Schedule B is on the reverse side of Schedule A/E. Schedule B is used to register the type of fleet operation, Proof of Financial Responsibility and distances for jurisdictions. Use Schedule B when renewing fleet registrations or adding jurisdictions to existing fleets.

When renewing IRP registrations for the current Registration Year, Schedule B will reflect the accrued distances in each jurisdiction from July 1 through June 30 of the preceding calendar year, except for renewals with the staggered months of October, November and December (see chart on page 9).

Total Fleet Distance is the sum of accrued distances, including distance accrued on Trip Permits, by all registered vehicles in all jurisdictions that were part of the apportioned fleet during the Distance Reporting Period. All Total Fleet distance will be calculated times the number of vehicles registered to determine the vehicle cost per jurisdiction.

Apportionment percentages for actual and first year estimates are calculated prior to calculating second and subsequent-year estimated distance percentages.

Actual distance is **required** for any vehicle registered during the reporting period. Distance is reported on Schedule B as Actual, Estimated or Non-Travel Intended. When completing Schedule B, it is critical to indicate how the distance is being reported by designating A, E or N for each jurisdiction.

Actual Distance is a distance history accrued in jurisdictions where registered vehicles operated in the previous Distance Reporting Period. Actual Distance is shown on Schedule B by filling in the “A” in the “Est/Act” column.

Actual distance is required for vehicle registered during the reporting period unless:

- A. The registrant has either owned or leased apportioned vehicles for 18 months prior to the application date: or
- B. The fleet was apportioned for no more than the last 90-calendar days of the reporting period.

If a **New Account** was opened after April 1 of the registration year, then the next renewal year the registrant has the option to report accrued actual mileage or the option to use estimated distance, calculation based on 100% of the total fleet miles.

A registrant that has neither owned nor leased apportioned vehicles during the 18 months prior to the application date, nor accrued actual distance by operating Apportioned Vehicles in any Member Jurisdiction during the reporting period, is eligible for first-year estimated distance.

Estimated Distance is for New Operations, Expanded Operations, or as distance shown for proportionally registered jurisdictions where Actual or Non-Prorated Distances were not accrued by the registrant during the Distance Reporting Period.

If estimated distance is used in subsequent years (second, third year, etc.), the second year estimates will create a higher Billing Notice. The IRP Plan prohibits the use of Estimated Distance in non-Member Jurisdictions after the first year of registration.

If the registrant previously had a non-apportioned license plate in Arkansas or any other jurisdiction, then Estimated Distance may be used. Estimated distances must be supported by a Plan of Operation.

Non-Prorated Distance means distance accrued during the Distance Reporting Period in jurisdictions where the registrant does not proportionally register for the current registration year. Non-Prorated Distance may be accrued via a Trip Permit.

When submitting a Schedule B for registration renewal, the Non-Prorated Distance must be reflected on Schedule B for the jurisdiction in which the distance was accrued. The distance percentage for the fleet will not be adjusted to include Non-Prorated Distance. Submitted Non-Prorated Distance must be used as Actual Distance if a registrant opts to add a jurisdiction to an established fleet, during the same Distance Reporting Period. The Non-Prorated Distance originally indicated on Schedule B, for the additional jurisdiction, must be the same distance submitted when adding that jurisdiction to the fleet. Non-Prorated Distance is indicated on Schedule B by filling in the “N” in the “Prorate” column.

Distances traveled via a Trip Permit from the preceding year will be used as the distance for a jurisdiction that is added during the current registration year. On the renewal, Trip Permit distances are not included in the Total Distance for the fleet where the jurisdiction is not proportionally registered.

Note: Mileage/distance records must be maintained from the initial date of operation.

Schedule B Hints

A new fleet does not automatically qualify for estimated distance.

Actual distance is required if:

- The new fleet is composed entirely, or primary, of vehicles in which the applicant operated or exercised control over during the reporting period and the vehicles accrued actual distance in the jurisdictions for which the applicant seeks apportioned registration.
- This includes vehicles previously apportioned under long-term lease to a motor carrier (including the driver) if the operation will reflect the operation under the long-term lease.

In Change of Operations, where registered vehicles from an eliminated fleet have been added to an established fleet, all distance accrued by both fleets shall be used for registration. Eliminated fleet records are still subject to audit under normal criteria.

Note: Failure to maintain actual mileage/distance records will result in full fee assessment for the state of Arkansas. See Audit Section Page 26.

Estimated mileage/distance is **not acceptable** if the registrant accrued actual miles/kilometers during the reporting period.

Supplement Form

Supplement forms are filed with the IRP office for any modification to an existing account, fleet, or vehicle. Each transaction type requires the submission of a Supplement Form. (See Transaction Types)

- Supplemental forms are provided upon request.
- Supplemental forms are not processed until the original application is paid in full.

Note: New or additional vehicles require a current assessment with the County Assessor or Public Service Commission. Proof of current liability insurance is also required.

Arkansas registration fees reduce during the year as shown on the fee schedule, page 54. Full year registration fees are charged on supplements unless the vehicle previously registered provides proof of a current IRP cab card. This information is required in order to insure the applicant receives the reduced fee. The fees are based on the **EXPIRATION DATE** shown on the previous cab card **NOT** the grace period date so the fees may not be reduced depending upon the expiration date.

When supplement applications are filed for a weight increase or decrease, state in **capital letters** on the supplement application **WEIGHT INCREASE ONLY** or **WEIGHT DECREASE ONLY**. The apportioned cab card must be returned and if the weight increases or decreases to a new license class, the license plate must also be returned. The carrier may request temporary authority. If the weight increases to 55,000 pounds or more, a Form 2290 must be filed within 30 days of the truck being placed into service at the increased weight.

Preparation of the Supplement Application: The signed supplement application must be completed according to the instructions found below. If there is more than one weight among the vehicles being registered, each weight classification and the corresponding vehicles require a separate supplement form.

1. The account, fleet and supplement number must be shown. The account and fleet number are the carrier's permanent account and fleet number and the supplement number is assigned to the carrier as supplements are submitted during each registration year; (i. e. Supplement #1, Supplement #2, etc).
2. The **ADDITIONS** section of the supplement application is completed under the same instructions as the original application.
3. Columns 1 through 10 of the **DELETION** section on the supplement application must reflect the vehicle information reported on the original registration or the supplemental application. The original cab card and/or license plate issued to the unit should be submitted with the application when applicable.
4. Column 2 – enter the license number of the apportioned license plate assigned to the deleted unit.
5. Column 3 – enter the number of the apportioned decal assigned to the deleted unit.
Hint: This should be the same as the plate number.
6. Column 4 – enter the owner's equipment number for the deleted unit.
7. Column 9 – enter the owner's equipment number for the replacement unit.
8. Column 10 – enter a brief reason for removal of the deleted vehicle. (Example: sold, junked, repairs, converting to non-apportioned base plate, etc.)
9. Licensing Weight Schedule E – the licensing weight Schedule E is completed according to instructions of original application forms by weight group number. Each weight group requires a new supplement form.

If applying for title on a new or used vehicle, all supporting documents must be submitted with the supplement application.

USDOT NUMBER

If the registrant is renting or leasing a vehicle to an interstate motor carrier who will be responsible for the safety of the vehicle, please provide the USDOT number according to the following:

Short-term lease - If the vehicle will be rented or leased for less than 30 days to a motor carrier, please provide the registrant's USDOT number for this vehicle.

Long-term lease - If the vehicle will be leased for 30 days or more to an interstate motor carrier, please provide the USDOT number for the motor carrier responsible for the safety of this vehicle. Also, the registrant USDOT must be provided.

If you have been issued a USDOT number but are uncertain of the number, you can either call our office at (501) 683-0947 / (501) 682-4654 or the federal office at (800) 832-5660. Visit <http://www.fmcsa.dot.gov/registration-licensing/online-registration/onlineregdescription.htm> for instructions.

Federal Operating Authority:

Federal Motor Carrier Safety Administration (FMCSA) operating authority is also referred to as an "MC," "FF," or "MX" number, depending on the type of authority that is granted. Unlike the USDOT Number application process, a company may need to obtain multiple operating authorities to support its planned business operations. Operating Authority dictates the type of operation a company may run, the cargo it may carry, and the geographical area in which it may legally operate.

Companies that operate as "for hire" carriers (for a fee or other compensation) that transport passengers or federally regulated commodities, or arrange for their transport, in interstate commerce are also required to have interstate operating authority. Log on to <http://safer.fmcsa.dot.gov> for more information.

UNIFIED CARRIER REGISTRATION AGREEMENT

Unified Carrier Registration (UCR) is the organization of State, Federal, and Industry representatives responsible for developing, implementing, and administering the UCR Agreement. Log onto www.ucr.in.gov to register and for more information.

If you operate a truck or a bus in interstate or international commerce the federal Unified Carrier Registration Agreement (UCR) applies to your business.

The UCR requires individuals and companies that operate commercial motor vehicles in interstate or international commerce to register their business and pay an annual fee based on the size of their fleet. The revenues generated will be used for enforcement of motor carrier safety programs.

For purposes of determining fees, "a commercial motor vehicle" is defined as a self-propelled vehicle used on the highways in commerce principally to transport passengers or cargo, if the vehicle:

- (a) Has a GVWR or GVW of at least 10,001 pounds, whichever is greater;

- (b) Is designed to transport more than 10 passengers, including the driver; or
- (c) Is used in transporting material found by the Secretary of Transportation to be hazardous under section 5103 of this title and transported in a quantity requiring placarding under regulations prescribed by the Secretary under section 5103.

To avoid delays with the processing of your application it is highly recommended that you register in the national UCR on-line system hosted by the Indiana Department of Revenue. Go to www.ucr.in.gov and follow the step by step instructions. Payments may be made on-line using MasterCard, Visa or e-Check.

Payments by mail must be made by check or money order payable to the Department of Finance & Administration. Please place your USDOT # on the front of your check. Mail your check or money order together with your completed UCR application form:

Department of Finance & Administration
Office of Motor Vehicle / IRP Unit
P.O. BOX 8091
Little Rock, AR 72203

Included is an example of a 2009 application, using the 2009 fee chart, on page 71. Just be aware that the layout of the application and fees could potentially change in the future. If you would like to learn about new or current UCR information go to www.ucr.in.gov or call (501) 683-5963 / (501) 683-5964.

The IRP Unit will verify that all UCR fees are paid prior to renewing any IRP account or processing any IRP Supplement(s).

BILLING AND PAYMENTS

The IRP Unit reviews each application and calculates fees for Arkansas and all IRP jurisdictions in which the application indicates apportionment. The billing invoice is mailed to the carrier's mailing address indicating the total amount due for all jurisdictions. A detailed invoice of the cost per unit is available upon request. **RETURN ONE COMPLETE INVOICE WITH A PERSONAL CHECK, COMPANY CHECK, OR CERTIFIED FUNDS PAYABLE TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION:**

Office of Motor Vehicle
IRP Unit
P.O. Box 8091
Little Rock, Arkansas 72203

The IRP Unit will also accept COMCHEK and bank transfers for payment.

Before making payment, please check the following:

1. Jurisdictions reported and requested, listed on the invoice, for current year registration? Are there any jurisdictions denoted incorrectly?
2. Units registered, added and/or deleted for the current registration year? Are you billed for the same unit(s) twice? Are any units omitted?
3. Please verify the VIN and unit number for each unit.

If a discrepancy has been found, please call or return the invoice to the IRP Office, denoting any corrections prior to paying the invoice. If corrections are needed, a new invoice would be generated based on the necessary changes. Also, any necessary changes will delay the processing of credentials.

Note: Refunds will not be issued for units which are sold prior to the payment of fees.
Please verify all units on the invoice are correct before submitting payment!

****TEMPORARY AUTHORITY WILL NOT BE ISSUED ON ANY VEHICLE PREVIOUSLY REGISTERED UNLESS PROPER DOCUMENTATION IS PRESENTED****

The original cab card represents receipt for registration fees paid and must be maintained in the vehicle to which it applies. Enforcement personnel check the original cab card for verification that the vehicle is properly registered. Alteration of IRP cab cards may result in suspension of all vehicles.

APPORTIONED LICENSE PLATES AND CAB CARDS

Arkansas began issuing decals with the 1997-98 registrations. Unless you are adding new equipment, you will be issued new cab cards and new decals only. License plates, decals or cab cards are not issued until all fees have been paid. When fees are received, an APPORTIONED license plate (when necessary), decal and cab card will be issued for each vehicle in the fleet.

The cab card lists the jurisdictions plus the applicable weight for each jurisdiction.

If a unit is removed from operation (sold, wrecked, etc.) it is the carrier's responsibility to remove the license plate and cab card from the deleted unit.

Arkansas has a permanent trailer license plate. The one time fee is \$65.00. This permanent trailer license cannot be transferred from one trailer to another, and if the plate should be lost or stolen, a new license plate must be purchased for \$65.00.

REPLACEMENT OF LOST IDENTIFICATION

- A. When an Arkansas apportioned license plate, decal or cab card is lost or stolen, contact the IRP Unit to secure temporary authority before continuing operation. Vehicles not displaying proper identification are in violation of the law and the driver is subject to enforcement action.
- B. If an Arkansas apportioned plate is lost or stolen, the carrier must apply for a replacement plate, decal, and cab card on a supplement application form. There is a \$1.00 fee to replace a lost or stolen plate. Written notice with a brief explanation of how the plate was lost must accompany the lost plate supplement.
 - 1. If an apportioned plate has been reported lost or stolen and is found, it must be returned to the IRP Unit immediately.
 - 2. If a vehicle is leased, a replacement plate cannot be issued to the carrier or owner-operator unless the application for replacement is accompanied by a statement by both the lessee and lessor.
 - 3. If the license plate and cab card are destroyed by a wreck or fire, etc. a certified statement from the insurance adjuster must accompany the request for replacement.
 - 4. Permanent license trailer plates must be replaced for a fee of \$65.00.
- C. If a decal is lost or stolen, a supplement form must be submitted and the decal will be replaced for \$1.00. A new cab card will not be issued because the decal number will not change.
- D. If an Arkansas apportioned cab card is lost or stolen, a supplement form must be submitted and the cab card will be replaced for \$1.00. The license plate needs to remain on the unit. You will receive an updated cab card only.

TEMPORARY OPERATING AUTHORITY

- A. Temporary operating authority is not issued on previously registered vehicles listed on the renewal application.
- B. Carriers adding new or additional vehicles to an existing or currently registered apportioned fleet may request the IRP Unit to issue temporary authorization.

- C. The carrier may request temporary authority by submitting the supplement application form and attaching a letter of request, or telephoning the request to the IRP Unit by 3:00 pm (CST).
- D. **Once temporary authority has been issued, all paperwork must be submitted to the IRP Unit to complete the registration within 5 days.**
- The temporary authorization is a non-mandated privilege and a courtesy and should not be abused. Once a temporary has been issued, then payment is mandatory and failure to pay will result in suspension.

The following guidelines apply for the issuance of temporary authority:

1. Request for temporary authority is accepted by the IRP Unit between the hours of 8:00 AM and 3:00 PM, Monday through Friday. Requests received after 3:00 PM may not be issued until the following business day.
2. The carrier has a fleet currently apportioned with Arkansas and the added vehicle is registered as a part of the same fleet.
3. The registration of the vehicle covered by temporary authority must be completed within the thirty calendar days of the authorization.
4. The temporary authorization covering a specific vehicle cannot be transferred to another vehicle.
5. The IRP Unit reserves the right to refuse temporary authority to any carrier who has abused the privilege or whose IRP account is not in good standing.
6. Once temporary authority is issued, -SUBMIT THE SUPPLEMENT. Temporary authority should not be issued without acknowledgement from the carrier that the necessary documents to register the vehicle(s) are available. Thirty calendar days is sufficient time to submit the application and receive credentials.
7. If temporary authority is issued and the application to register the vehicle is not received by the expiration date shown on the temporary permit, the carrier will be billed for fees based on vehicle information in the temporary authority.

TRIP PERMITS

“Trip Permit” means a permit issued by a member Jurisdiction in lieu of apportioned or full registration.

- A. Out-of-state vehicles eligible for apportioned registration but are not registered with Arkansas are required to purchase a 72-hour trip permit for a fee of \$33.00. The permit may be purchased at the first port of entry into the state. The permit allows for interstate and intrastate movement through the state.
- B. Arkansas trip permits are available in state revenue offices, weight stations and with additional service charges through wire services. For assistance from these companies, the toll free numbers are listed below:

Services that sell Arkansas 72-hour trip permits

Transceiver	1-800-749-6058
Nova Permits & Pilot Cars	1-800-567-7775
Trans/Mid-America	1-800-228-7577
Jet Permits/LTD	1-800-788-0603
JJ Keller	1-800-231-5266
Custom Permits	1-800-669-5014
Fleet One	1-877-251-7639
West Coast Services	1-888-737-6483
State Permits	1-800-331-4805
Benchmark Permit Services LLC	1-800-777-3545
T-Chek Systems	1-866-351-2435
On the Move Permits Inc	1-608-467-5661

ENFORCEMENT

- A. Credentials for the current registration year must be on the vehicles by the last day of the expiring month. Enforcement begins the first of each month.
- B. Arkansas apportioned vehicles not displaying a current license plate and cab card or temporary authority are in violation and the driver is subject to enforcement actions in all jurisdictions.

- C. Arkansas carriers traveling throughout the jurisdictions should understand the requirements of those jurisdictions before entering. Listed in the exhibits section of this manual are the addresses and telephone numbers for each jurisdiction's IRP and Motor Fuel Tax offices.
- D. Enforcement personnel reviews the cab card for verification that vehicles are properly registered, and registration fees are paid to the base jurisdiction and other jurisdictions listed. The cab card should be carried in the vehicle described and must not be mutilated or altered in any way.

AUDIT

Under the provisions of **Article X** of the International Registration Plan, each base jurisdiction administrator may audit the supporting trip-mileage/distance records of the registrants displaying apportioned base plates from his/her jurisdiction. To qualify for apportionment, a registrant must operate interstate and must maintain accurate mileage/distance records of the trip movement of his apportioned vehicles.

An **audit** is the physical examination of a Registrant's Operation Records, including source documents, to verify the distances reported in the Registrant's application for apportioned registration and the accuracy of the Registrant's record-keeping system for its Fleet. Such an examination may be of multiple Fleets for multiple years.

All records in support of an application must be retained for a period of three (3) years following the close year of the registration year. These records must be maintained on each individual vehicle from July 1 – June 30 of each reporting period.

Notice of intent for audit is given to the carrier by telephone, email, **or via an audit notification letter**. The records are to be made available for audit by the IRP audit staff during normal business hours.

Operational records shall determine every mile/kilometer traveled in every jurisdiction by date and by vehicle. Acceptable source documents verifying the mileage/distance is a type of Individual Vehicle Distance Record (IVDR). Examples of IVDR'S are located on pages 48 & 49.

Source documents should contain:

- a. Date of trip (starting and ending);
- b. Trip origin and destination;
- c. Route of travel;
- d. Beginning and/or ending odometer or hub odometer reading of the trip;
- e. Total trip distance traveled;
- f. Distance traveled by jurisdiction; and
- g. Unit number or vehicle identification number (VIN)

Also, the base jurisdiction may require an IVDR to include:

- a. Vehicle fleet number
- b. Registrant's name
- c. Trailer number
- d. Driver's signature and/or name

Note: While desirable, the inclusion of all information on the same document is not required.

From the information recorded on the IVDRs, the Registrant must prepare and maintain:

- a. A monthly summary that recaps In-Jurisdiction and Total Distance traveled by each Power Unit Operated during the calendar month;
- b. A quarterly summary that recaps In-Jurisdiction and Total Distance traveled by the Fleet during each calendar quarter; and
- c. A summary of the quarterly recaps used in preparing the application for apportionment.
- d. Summaries are not acceptable at face value and must be supported by source documents such as IVDRs in order to be of any use during an Audit.

ALL REGISTRANTS ARE RESPONSIBLE FOR THE PROPER MAINTENANCE OF MILEAGE/DISTANCE RECORDS. REGISTRANTS FAILING TO MAINTAIN ACCEPTABLE MILEAGE/DISTANCE RECORDS FOR AUDIT ARE SUBJECT TO FULL FEE ASSESSMENT.

Registrants are required to sign a mileage affirmation acknowledging mileage/distance record keeping requirements, page 47. This form must be signed and returned prior to the issuance of credentials. A signed form represents to the IRP office that the form has been read and mileage/distance record compliance will follow.

REFUNDS

A. The office of Motor Vehicle IRP Unit may approve refunds under the following conditions:

1. Internal error was made by the IRP Unit; or
2. If there is a duplication of vehicles registered in the same fleet and the fees have been paid twice.

Refunds will not be made for units you license in error. PLEASE VERIFY INVOICE BEFORE SUBMITTING PAYMENT.

B. Proportionate refunds may be approved according to Arkansas Statute 27-14-504 under the following conditions:

1. The registrant has discontinued operation in the State of Arkansas.
2. The vehicle registered has been totally destroyed.
3. The registrant has changed his operations in Arkansas such that registration under the plan would no longer be appropriate in this state.

Refund approval will be made by the Office Administrator upon review. The refund is based on Arkansas fees only and will be prorated; **therefore, the registrant must contact the other jurisdictions, where applicable, in order to obtain a refund of fees.** The registrant is required to submit the request in writing and state the specific reason for the refund. The license plate(s) and original cab card(s) must be returned before refunds are issued. The prorated refund begins the month following receipt of the request and supporting documents. All documents must be in the IRP Unit prior to the refund being considered.

INSURANCE REQUIREMENTS

Effective August 1, 1987 the State of Arkansas requires proof of liability insurance on all vehicles. The following requirements are needed on each vehicle before apportioned registration is processed.

1. Acts 474 and 971 of 1987 require mandatory motor vehicle liability insurance providing as a minimum the following coverage: \$25,000 bodily injury, \$50,000 pre accident, \$15,000 property damage.
2. The following listed items showing the required liability insurance coverage with a vehicle identification number, policy or binder number and expiration date of policy are used for proof of liability insurance.
3. Identification or proof of purchase card issued by the insurer with a good expiration date and identification of vehicle.
4. Insurance policy, policy declaration or policy binder.
5. Letter or statement issued to the applicant by an authorized insurance agent.
6. Certificate of self insurance issued by the state of Arkansas.
7. An insurance policy renewal notice accompanied by a receipt of canceled check.

8. For insurance policy renewal notice accompanied by a receipt of canceled check.
9. For owners and/or lessees of motor vehicles which are covered by garage, fleet or business auto liability insurance policies, satisfactory proof of liability insurance for the purpose of issuance or renewal of a motor vehicle license plate shall be either a copy of such liability insurance policy currently in effect, or a statement or letter from the insurer certifying that the insurance policy specifically covers the operation of all motor vehicles owned by or leased to the policyholder.
10. A photocopy of any of the above.
11. Lessees operating under the insurance of a lessor should provide a copy of their lease agreement unless the insurance describes their vehicle.

FEDERAL HEAVY VEHICLE TAX

When filing your application, proof of payment for the Federal Heavy Vehicle Use Tax on each taxable unit with a gross or combined gross weight of 55,000 pounds or higher is required. Evidence is not required on new or used units being titled and placed into service for the first time. If application for license of a newly purchased vehicle is made after the vehicle has been in service for 30 days or more, the tax must be paid and proof of the receipted 2290 must be provided to the IRP Unit prior to issuance of the apportioned credentials.

Acceptable evidence is a copy of a receipted IRS Schedule I Form 2290 listing your equipment by vehicle identification number up to 21 units. If your fleet exceeds 21 units, vehicle identification numbers are not required, however, the total number of units listed under Part III, Summary of Reported Vehicles, line (a) must be equal to, or more than, the number of registrations.

In lieu of a receipted IRS Schedule I Form 2290, a copy of the Schedule I Form 2290 and copies of both sides of the canceled check (s) will be acceptable as proof of payment, as long as the canceled check has a code on the back which indicates payment has been made.

When registering owner/operators, copies of their receipted Schedule I Form 2290 must be included or copies of the Schedule I Form 2290 and copies of both sides of the canceled check(s).

If your vehicle qualifies for the suspended tax section the VIN must still be listed under Part II of the Schedule I Form 2290 and the form must be stamped received by the IRS prior to IRP issuing apportioned credentials.

Once a vehicle has been placed into service, the 2290 must be filed with the IRS within 30 calendar days.

For convenience, Schedule I Form 2290 along with payment can be accepted at the IRP Office for walk-in customers **only**.

UNLADEN WEIGHT PERMIT- HUNTER'S PERMIT

The International Registration Plan provides for an unladen weight permit for owner-operators not operating as a lessor. The permit is purchased through the IRP Unit at a fee of \$39.00.

LEASED VEHICLES

Owner-Operator Registration: Proportional registration for owner-operators who lease their vehicles to motor carriers may be accomplished in one of the following procedures:

- A. The carrier (Lessee) may be the registrant and the vehicle may be registered by the carrier with the owner-operator shown as the owner. The allocation of fees shall be according to the operational records of the carrier. The identification plates and cab cards shall be the property of the carrier.

Or

- B. The owner-operator (Lessor) may be the registrant and the vehicle may be registered in the owner-operator's name. The allocation of fees shall be according to the operational records of the owner-operator.

ADVANTAGES

1. The settlement of the unexpired portion of the license plate at lease termination will no longer be a problem.
2. The owner-operator may lease to any carrier based in an IRP jurisdiction when the vehicle is base plated within the IRP Plan.
3. The owner-operator may have greater flexibility. He may choose to trip lease at times and permanently lease at other times.
4. The owner-operator can qualify in all IRP jurisdictions allowing the carrier to trip lease and alter daily operations without a trip permit.

POTENTIAL DISADVANTAGES

1. Each owner-operator registering vehicles with apportioned plates **is subject to audit** under the IRP Plan. An owner-operator is responsible for keeping the individual vehicle distance records for audit purposes. Owner-operators with incomplete audit records will be assessed full fees in Arkansas for the audit period.
2. Owner-operators traveling through an IRP jurisdiction which is not listed on the cab card must purchase a trip permit with that state. For example, an owner-operator registers or qualifies only with jurisdictions that the carrier has apportioned. When the owner-operator moves to a new carrier and travels in additional jurisdictions fees in excess of the 100% originally paid must then be charged and a new cab card issued. Every new lease could result in the need for adding new jurisdictions and paying fees in excess of 100%.
3. Carriers may require all owner-operators to register lease units with the carrier IRP account as a condition for leasing on units. In the event that the lease is terminated, the plate belongs to the carrier.
4. Owner-operators registering units in their base jurisdiction of residence will not be recognized if the lessee is based in a non IRP jurisdiction. The carrier is required to purchase a base plate in that jurisdiction.

If the registrant is an owner-operator qualifying for first time, please refer to **Requirements for Registering for Apportioned License (New Account)**.

TRIP LEASING: Apportioned operators may lease equipment to another apportioned fleet operator; however the Lessor is responsible for reporting the miles/kilometers traveled by the leased equipment. The Lessee shall be the person or company using and operating the equipment by the agreement. The leased vehicle must bear proportional credentials and be operated only in jurisdictions which fees have been paid or purchase a trip permit in each IRP jurisdiction.

HOUSEHOLD GOODS CARRIER: Household goods carriers using equipment leased from service representatives may elect to either base the equipment in the base jurisdiction of the service representative or in that of the carrier.

If the base jurisdiction of the service representative is elected, the equipment shall be registered in the service representative's name and the carrier shall be indicated as the lessee. The apportionment of fees shall be according to the combined mileage/distance records of the service representative and those of the carrier. Such records must be kept or made available in the service representative's base jurisdiction.

If the base jurisdiction of the carrier is selected, the equipment shall be registered by the carrier and in the name of the carrier, and the service representative shall be designated as the lessor. The apportioning of fees shall be according to the mileage/distance records of the carrier and service representative which must include intrastate and miles operated by those vehicles. The records must be kept or made available in the base jurisdiction of the carrier. (Service representatives, properly registered under this election, shall be fully registered for operations under their own authority as well as under the authority of the carrier.)

RENTAL COMPANY FLEET VEHICLES: Rental fleets owned by any person or firm engaging in the business of renting and/or leasing vehicles for valuable consideration for a specified period of time may, at the option of the owner of the rental company, be registered in the name of the owner rental company, provided that:

1. The operational records of the fleet are maintained by the owner of the rental company; and
2. Such vehicles are part of a rental fleet which are identifiable as being part of such fleet; and
3. Such person or firm has received approval from the jurisdiction to apportion such rental fleet; and
4. Such person or firm registers such fleets in accordance with Articles III, IV, and VII of the International Registration Plan.

IRP JURISDICTIONAL ADDRESSES**ALABAMA**

Department of Revenue
Motor Vehicle Division
P.O. Box 327620
Montgomery, AL 36132-7620
Telephone: 334-242-9000 or 2999

Interstate Motor Carrier
Fuel Tax Division
P.O. Box 327570
Montgomery, AL 36132
Telephone: 334-242-9606

ALBERTA

Alberta Transportation
Prorate Services
1st Floor, 803 Manning Rd NE
Calgary, Alberta T2E 7M8
Telephone: 403-297-2920

Alberta Treasury
Tax & Revenue Admin.
9811 109th Street
Edmonton, AB T5K 0C8
Telephone: 780-427-3244

ARIZONA

Department of Transportation
Motor Vehicle Division
1801 W. Jefferson St.
Mail Drop 527M
Phoenix, AZ 85007-3289
Telephone: 602-712-6775

Dept. of Transportation
Motor Vehicle Division
1801 W. Jefferson MD 527M
Mail Drop 527M
Phoenix, AZ 85007
Telephone: 602-255-6775

ARKANSAS

Office of Motor Vehicles
IRP Unit
Little Rock, AR 72203
Telephone: 501-682-4653

Motor Fuel Tax
P.O. Box 1752
Little Rock, AR 72203
Telephone: 501-682-4800

BRITISH COLUMBIA

ICBC Prorate
P.O. Box 7500
Stn. Terminal
Vancouver, B.C. V6B 5R9
Telephone: 604-443-4450

Ministry of Finance
Parliament Buildings
Victoria, B.C. V8V 219
Telephone: 604-387-3368

CALIFORNIA

Department of Motor Vehicles
IRP Unit
P.O. Box 932320

State Board of Equalization
450 "N" Street
Sacramento, CA 95814

Sacramento, CA 94232-3200
Telephone: 916-657-7971

Telephone: 916-322-2010

COLORADO

Motor Carrier Services
IRP Section
1881 Pierce St., Rm. 114
Lakewood, CO 80214
Telephone: 303-205-5675

Tax Accounting Section
Mileage & Fuel Tax
1375 Sherman Street
Denver, CO 80216
Telephone: 303-866-3380

CONNECTICUT

Department of Motor Vehicles
IRP/SSRS
60 State Street Room 104
Wethersfield, CT 06161-1010
Telephone: 860-263-5281

Department of Revenue Svc
Motor Carrier Fuel Tax
92 Farmington Avenue
Hartford, CT 06105
Telephone: 860-541-3222

DELAWARE

Division of Motor Vehicles
Motor Fuel Tax Administration
IRP Unit
P.O. Box 7065
Dover, DE 19903-7065
Telephone: 302-744-2701

Dept. of Transportation
Motor Carrier Section
Alt 113 & Bay Road
Dover, DE 19901
Telephone: 302-739-4538

DISTRICT OF COLUMBIA

Department of Motor Vehicles
IRP Processing Center
3230 Pennsylvania Ave. SE
Washington, DC 20020
Telephone: 202-645-6331

FLORIDA

Dept. of Hwy. Safety &
Motor Vehicles
Bureau of Motor Carrier Svc.
Neil Kirkman Bldg Rm A110
2900 Apalachee Pkwy., MS #62
Tallahassee, FL 32399
Telephone: 850-488-6921

Dept. of Hwy. Safety &
Motor Vehicles
Bureau of Motor Carriers Svc
Neil Kirkman Bldg Rm A110
2900 Apalachee Parkway
Tallahassee, FL 32399-0626
Telephone: 850-488-6921

GEORGIA

Department of Revenue
Motor Vehicle Division
IRP Section
1200 Tradeport Blvd.
Hapeville, GA 30354
Telephone: 404-657-4186

Dept. of Revenue
Motor Vehicle Division
Motor Fuel Division
Trinity-Washington Bldg
Room 421
Atlanta, GA 30334
Telephone: 404-656-4056

IDAHO

Transportation Department
Division of Motor Vehicles
P.O. Box 7129
Boise, ID 83707-1129
Telephone: 208-334-8611

Motor Fuel
ID Tax State Commission
P.O. Box 36
Boise, ID 83722
Telephone: 208-334-8692

ILLINOIS

Secretary of State
Commercial & Farm Truck Div.
501 S. Second St., Rm. 300 Howlett Bldg.
Springfield, IL 62756
Telephone: 217-782-4815

Dept. of Revenue
Motor Fuel Use Tax Section
101 W. Jefferson
P.O. Box 19019
Springfield, IL 62794-9019
Telephone: 217-785-1397

INDIANA

Department of Revenue
Motor Carrier Services Division
5252 Decatur Blvd., Suite R
Indianapolis, IN 46241
Telephone: 317-615-7340

IN Department of Revenue
Motor Carrier Svc Section
IFTA Unit
P.O. Box 6081
Indianapolis, IN 46206
Telephone: 317-486-5500

IOWA

Dept. of Transportation
Motor Vehicle Division
Office of Motor Carrier Service
P.O. Box 10382
Des Moines, IA 50306-0382
Telephone: 515-237-3268

Dept. of Transportation
Office of Motor Carriers
100 Euclid Ave.
P.O. Box 10382
Des Moines, IA 50306
Telephone: 515-237-3224

KANSAS

Department of Revenue
Division of Vehicles
Motor Carrier Services Bureau
3718 SW Burlingame Rd.
Topeka, KS 66609-1217
Telephone: 785-291-3384

Department of Revenue
Division of Taxation
Motor Fuel Tax Section
Topeka, KS 66612
Telephone: 913-296-4458

KENTUCKY

Transportation Cabinet
IRP Section
Box 2323
Frankfort, KY 40602-2323
Telephone: 502-564-4120

Transportation Cabinet
Division of Motor Carriers
Motor Fuel Tax Section
P.O. Box 2007
Frankfort, KY 40622
Telephone: 502-564-4540

LOUISIANA

Department of Public Safety & Corrections
Office of Motor Vehicle IRP Unit
P.O. Box 64886
Baton Rouge, LA 70896-4886
Telephone: 225-925-6270

Department of Revenue
Special Fuel Tax Section
P.O. Box 201
Baton Rouge, LA 70821
Telephone: 225-925-7656

MARYLAND

Motor Vehicle Administration
Motor Carrier Svc Section Rm 120
6601 Ritchie Hwy NE
Glen Burnie, MD 21062
Telephone: 410-787-2971

Motor Vehicle Fuel Tax Div.
P.O. Box 1751
Annapolis, MD 21404
Telephone: 410-799-4009

MAINE

Bureau of Motor Vehicles
IRP Unit
29 State House Station
Augusta, ME 04333-0029
Telephone: 207-624-9000 Ext. 52135

Bureau of Taxation
State House Station 24
Augusta, ME 04333-0024
Telephone: 207-287-8600

MANITOBA

Manitoba Department of Transportation &
Government Services
1075 Portage Ave.
Winnipeg, MB Canada R3G 0S1

MASSACHUSETTS

Registry of Motor Vehicles
IRP Section
1 Copley Place
Tower One, 3rd Floor
Boston, MA 02116
Telephone: 617-351-9320

Department of Revenue
IRP Section
Special Fuels - 6th Floor
100 Cambridge Street
Boston, MA 02204
Telephone: 617-727-4373

MICHIGAN

Michigan Department of State
IRP Section
7064 Crowner Dr.
Lansing, MI 48918
Telephone: 517-322-1097

Department of Treasury
Motor Fuel Tax Division
430 Allegan
Lansing, MI 48933
Telephone: 517-373-3180

MINNESOTA

Department of Public Safety
Driver/Vehicle Services
1110 Centre Pointe Curve, Suite 425
Mendota Heights, MN 55120
Telephone: 651-405-6161
888-472-3389 Op #5

Department of Revenue
Petroleum Unit
10 River Park Plaza
St. Paul, MN 55107
Telephone: 612-296-0893

MISSISSIPPI

State Tax Commission
IRP Section
P.O. Box 1140
Jackson, MS 39215-1140
Telephone: 601-923-7142

Motor Fuel Tax Section
P.O. Box 1140
Jackson, MS 39205
Telephone: 601-923-7150

MISSOURI

Department of Transportation
Motor Carrier Services
P.O. Box 893
Jefferson City, MO 65105-0893
Telephone: 573-751-6433

(Non-IFTA)
Motor Fuel &
Special Field Tax Section
P.O. Box 300
Jefferson City, Mo 65101
Telephone: 314-751-2611

IFTA Program
Hwy. Reciprocity Com.
P.O. Box 893
Jefferson City, MO 65105
Telephone: 314-751-6433

MONTANA

Department of Transportation
Motor Carrier Services Division
P.O. Box 4639
Helena, MT 59604-4639
Telephone: 406-444-6130

Dept. of Transportation
Motor Carrier Svc Division
P.O. Box 4639
Helena, MT 59604-4639
Telephone: 406-444-6130

NEBRASKA

Department of Motor Vehicles
Motor Carrier Services
P.O. Box 98935
Lincoln, NE 68509-8935
Telephone: 888-622-1222

Dept. of Revenue
P.O. Box 98904
Lincoln, NE 68509-8904
Telephone: 402-471-5730
800-554-FUEL

NEVADA

Dept. of Motor Vehicles & Public Safety
Motor Carrier Division
555 Wright Way
Carson City, NV 89711-0600
Telephone: 775-684-4711

Dept. of Motor Vehicles
Motor Carrier Division
555 Wright Way
Carson City, NV 89711-0625
Telephone: 702-687-5340

NEW HAMPSHIRE

Department of Safety
International Registration Plan
10 Hazen Drive
Concord, NH 03305
Telephone: 603-271-2196

Department of Safety
Road Toll
10 Hazen Drive
Concord, NH 03305
Telephone: 602-271-2311

NEW JERSEY

Division of Motor Vehicles
Motor Carriers Unit
IRP Section
225 E State St.
P.O. Box 178
Trenton, NJ 08666-0178
Telephone: 609-633-9399

Division of Motor Vehicles
Motor Carriers Unit
Motor Fuel Section
225 E State St. CN 178
Trenton, NJ 08666

NEW MEXICO

Taxation & Revenue Department
Motor Vehicle Division
P.O. Box 1028
Sante Fe, NM 87504-1028
Telephone: 505-827-2265

Fuel Tax & Weight Distance
Special Tax Programs
P.O. Box 25123
Santa Fe, NM 87504
Telephone: 505-827-0845

NEW YORK

International Registration Bureau
P.O. Box 2850 – ESP
Albany, NY 12220-0850
Telephone: 518-473-5834

NYS Dept. Of Tax & Finance
Taxpayers Services Division
W.A. Harriman State Office
Campus Bldg 8 Rm 400
Albany, NY 12227
Telephone: 518-438-8581

NORTH CAROLINA

Department of Transportation
Division of Motor Vehicles
IRP/Motor Carrier Section
1425 Rock Quarry Rd., Suite 100
Raleigh, NC 27610
Telephone: 919-861-3720

Department of Revenue
Motor Fuel Tax Division
P.O. Box 25000
Raleigh, NC 27640
Telephone: 919-733-3409

NORTH DAKOTA

Department of Transportation
Motor Vehicle Division
608 E. Boulevard Ave.
Bismarck, ND 58505-0780
Telephone: 701-328-2725

Tax Commissioner
Motor Fuel Tax Division
Capitol Grounds
Bismarck, ND 58501
Telephone: 701-328-3239

NEWFOUNDLAND & LABRADOR

Motor Registration Division
Department of Government Services & Land
P. O. Box 8710
St. Johns, NF Canada A1B 4J5
Telephone: 709-729-2527

NOVA SCOTIA

Service Nova Scotia & Municipal Relations

IRP Section

OHIO

IRP Processing Center
P.O. Box 16520
Columbus, OH 43266-0020
Telephone: 614-752-7500

Department of Taxation
30 E. Broad Street
Columbus, OH 43216
Telephone: 614-466-3410

OKLAHOMA

Oklahoma Tax Commission
Prorate Section
2501 N. Lincoln Blvd.
Oklahoma City, OK 73194
Telephone: 405-521-2519

Motor Vehicle Division
Importer Section
2501 N. Lincoln Blvd.
Oklahoma City, OK 73194
Telephone: 405-521-3246

OREGON

Public Utilities Commission
Motor Carrier Services Div.
550 Capitol Street NE
Salem, OR 97310
Telephone: 503-378-6699

Public Utilities Commission
Motor Carrier Services Div.
550 Capitol Street NE
Salem, OR 97310
Telephone: 503-378-6699

PENNSYLVANIA

Bureau of Motor Vehicles
Commercial Registration
P.O. Box 68286
Harrisburg, PA 17106-8286
Telephone: 717-783-6095

Department of Revenue
Bureau of Motor License
P.O. Box 8907
Harrisburg, PA 17105
Telephone: 717-783-9369

RHODE ISLAND

Rhode Island Dept. of Administration
Division of Motor Vehicles
45 Park Place
Pawtucket, RI 02860
Telephone: 401-728-6692

SASKATCHEWAN

Saskatchewan Government Insurance
Central Issuing/Prorate
Motor Vehicle Division
2260 11th Avenue
Regina, SK S4P 2N7
Telephone: 306-751-1251

Fuel Tax
2345 Albert Street
Regina, SK S4P 2N7
Telephone: 306-787-7749

SOUTH CAROLINA

Department of Revenue
Motor Carrier Services
P.O. Box 1498
Columbia, SC 29216-0027
Telephone: 803-737-1084

Department of Revenue
Motor Carrier Services
P.O. Box 1498
Columbia, SC 29216-0027
Telephone: 803-737-4872

SOUTH DAKOTA

Department of Revenue
Prorate & Commercial Licensing
445 E. Capitol Avenue
Pierre, SD 57501-3185
Telephone: 605-773-3451

Department of Revenue
Division of Motor Vehicles
Interstate Fuel Tax
118 W. Capitol Ave.
Telephone: 605-773-5335

TENNESSEE

Department of Revenue
Andrew Jackson State Office Bldg.
Intl. Registration Section
500 Deaderick Street Rm 701
Nashville, TN 37242-0300
Telephone: 615-741-2461

Department of Revenue
Hwy. Fuel Tax Section
Room 1350
Andrew Jackson State Office
500 Deaderick Street
Nashville, TN 37242-0300
Telephone: 615-741-3394

TEXAS

TX Dept. of Transportation
Vehicle Titles & Reg. Div.
IRP Branch P.O. Box 26440
Austin, TX 78755
Telephone: 512-465-7570

Comptroller of Public Accts.
P.O. Box 13528
Austin, TX 78711
Telephone: 1-800-252-5555
512-463-4600

UTAH

Utah Motor Carrier Services
799 N. Redwood Road Suite A
Salt Lake City, UT 84116-1909
Telephone: 801-535-2650

State Tax Commission
210 N 1950 West
Salt Lake City, UT 84134
Telephone: 801-297-2200

VERMONT

Dept. of Motor Vehicles
120 State Street
Montpelier, VT 05603-0001
Telephone: 802-828-2657

Dept. of Motor Vehicle
120 State Street
Montpelier, VT 05503
Telephone: 802-828-2070

VIRGINIA

Division of Motor Vehicles
IRP Unit – Motor Carrier Services
Room 635 – P.O. Box 27412
Richmond, VA 23269
Telephone: 804-367-1836

State Corp. Commission
Motor Carrier Division
Box 1158
Richmond, VA 23209
Telephone: 804-371-9216

WASHINGTON

Department of Licensing
Prorate & Reciprocity Section
2424 Bristol Court SW
P.O. Box 9036
Olympia, WA 98507-9036
Telephone: 360-753-6956

Department of Licensing
Fuel Tax Section
2424 Bristol Court SW
P.O. Box 9228
Olympia, WA 98502-9228
Telephone: 360-753-3256

WEST VIRGINIA

W. Virginia Dept. of Motor Vehicles
IRP Unit
1800 Kanawha Blvd. E
Bldg. 3, Capital Complex Rm 60
Charleston, WV 25327-0010
Telephone: 304-558-3629

W. Virginia Dept. of M.V.
IFTA Section
P.O. Box 532
Charleston, WV 25322
Telephone: 304-558-3333

WISCONSIN

Department of Transportation
Motor Carrier Registration
IRP Unit – 4802 Sheboygan Ave. Room 151
P.O. Box 7949
Madison, WI 53707-7949
Telephone: 608-267-6753

Fuel Tax Unit
P.O. Box 7979
Madison, WI 53707-7979
Telephone: 608-267-4382

WYOMING

WY Dept. of Transportation
MV License & Titling – IRP
5300 Bishop Blvd.
P.O. Box 1708
Cheyenne, WY 82003-1708
Telephone: 307-777-4829

WY Dept. of Transportation
Special Fuel Taxes
5300 Bishop Blvd.
Cheyenne, WY 82009
Telephone: 307-777-4827

For additional information regarding jurisdictions contact information, please visit
www.irponline.org/Publication/Directory.

ESTIMATED MILEAGE / DISTANCE CHART
REGISTRATION YEAR 2010

AB-Alberta	188	ND-North Dakota	148
AL-Alabama	2,565	NE-Nebraska	972
AR-Arkansas	22,805	NL-Newfoundland	15
AZ-Arizona	3,664	NH-New Hampshire	33
BC-British Columbia	215	NJ-New Jersey	407
CA-California	4,275	NM-New Mexico	3,104
CO-Colorado	849	NS-Nova Scotia	441
CT-Connecticut	256	NV-Nevada	549
DC-District of Columbia	4	NY-New York	638
DE-Delaware	58	OH-Ohio	2,064
FL-Florida	2,061	OK-Oklahoma	5,177
GA-Georgia	2,067	ON-Ontario	647
IA-Iowa	779	OR-Oregon	880
ID-Idaho	788	PA-Pennsylvania	1,816
IL-Illinois	3,569	PE-Prince Edward	6
IN-Indiana	1,728	QC-Quebec	58
KS-Kansas	1,175	RI-Rhode Island	38
KY-Kentucky	1,736	SC-South Carolina	847
LA-Louisiana	3,347	SD-South Dakota	252
MA-Massachusetts	174	SK-Saskatchewan	63
MB-Manitoba	19	TN-Tennessee	4,869
MD-Maryland	412	TX-Texas	10,807
ME-Maine	88	UT-Utah	764
MI-Michigan	504	VA-Virginia	2,411
MN-Minnesota	320	VT-Vermont	54
MO-Missouri	5,244	WA-Washington	539
MS-Mississippi	3,123	WI-Wisconsin	511
MT-Montana	449	WV-West Virginia	387
NB-New Brunswick	180	WY-Wyoming	1,391
NC-North Carolina	1,131		

This chart is here to assist you when submitting a new fleet application or when adding additional jurisdictions. The mileage/distance figures are based on the actual figures reported divided by the number of power units. You may use your own estimates as long as they are submitted with a detailed explanation of your proposed operations. If you fail to give a detailed explanation and we are unable to contact you, we will use the estimated mileage/distance chart above.

The figures shown above are to be multiplied by the number of power units.

Maximum Weight for IRP Jurisdictions

Alabama	80,000 lbs.	Montana	80,000 lbs.
Alberta	137,786 lbs. **	Nebraska	80,000 lbs. *
Arizona	80,000 lbs.	Nevada	80,000 lbs.
Arkansas	80,000 lbs.	New Hampshire	80,000 lbs.
British Columbia	139,994 lbs. *	New Jersey	80,000 lbs.
California	80,000 lbs.	New Mexico	80,000 lbs. *
Colorado	80,000 lbs.	New York	80,000 lbs.
Connecticut	80,000 lbs.	North Carolina	80,000 lbs.
Delaware	80,000 lbs.	North Dakota	105,500 lbs. *
Dist. Of Columbia	80,000 lbs.	Oklahoma	90,000 lbs. *
Florida	80,000 lbs.	Ohio	80,000 lbs.
Georgia	80,000 lbs.	Oregon	105,500 lbs. *
Idaho	105,500 lbs. *	Pennsylvania	80,000 lbs.
Illinois	80,000 lbs.	Rhode Island	80,000 lbs.
Indiana	80,000 lbs.	Saskatchewan	137,786 lbs. *
Iowa	80,000 lbs. *	South Carolina	80,000 lbs.
Kansas	85,500 lbs. *	South Dakota	80,000 lbs. *
Kentucky	80,000 lbs.	Tennessee	80,000 lbs.
Louisiana	88,000 lbs. *	Texas	80,000 lbs.
Maine	90,000 lbs. *	Utah	80,000 lbs.
Maryland	80,000 lbs.	Vermont	80,099 lbs.
Massachusetts	80,000 lbs. *	Virginia	80,000 lbs.
Michigan	160,001 lbs. *	Washington	105,500 lbs.
Minnesota	80,000 lbs.	West Virginia	80,000 lbs.
Mississippi	80,000 lbs.	Wisconsin	80,000 lbs.
Missouri	80,000 lbs.	Wyoming	117,000 lbs.

*Requires special permit over 80,000 lbs.

** Requires special permit over 139,998 lbs.



OFFICE OF MOTOR VEHICLE
International Registration Plan (IRP)

1900 W 7th Street, Room 1010 Little Rock, AR 72203
Phone (501) 682-4653 Fax (501) 682-4615

CHANGE FORM / INFORMATION SHEET

IRP Account Number: _____ Fleet Number: _____

Registrant Name: _____

DBA: _____

Business Address: _____

Mailing Address: _____

County: _____ Phone Number: _____

Cell Number: _____ Fax: _____

Contact Person: _____ Title: _____

Contact's Telephone Number: _____ E-Mail Address: _____

Please check and update the appropriate fields:

☐ Registrant Name: _____

DBA: _____

☐ Business Address: _____

☐ Mailing Address: _____

☐ County: _____ Phone Number: _____

☐ Cell Number: _____ Fax: _____

☐ Contact Person: _____ Title: _____

☐ Contact's Telephone Number: _____ E-Mail Address: _____

Registrant/Representative Signature: _____ Date: _____

Processed By: _____ Date: _____

**STATE OF ARKANSAS-MOTOR VEHICLE/IRP
AFFIRMATION TO MAINTAIN RECORDS
IN ACCORDANCE WITH THE INTERNATIONAL REGISTRATION PLAN (IRP)**

In order to be in compliance with current IRP's Rules and Regulations, the following requirements **must** be adhered to avoid future assessments.

A registrant who licenses vehicles under the provision of the International Registration Plan **must** maintain operational records to substantiate the reported distance traveled on all vehicles in the IRP fleet.

I. RECORD-KEEPING

- a. The registrant is required to preserve **all** Operational Records on which the registrant's application for apportioned registration is based for a period of 3 years following the close of the registration year to which the application pertains and to make these records available for examination by the Base Jurisdiction.
- b. Records **shall** be made available upon request by any member jurisdiction and shall be made available for audit during normal business hours.
- c. Failure to provide records requested for audit purposes within thirty (30) calendar days may result in an assessment of liability imposed and the credentials subsequently revoked in accordance with IRP provisions.

II. DISTANCE RECORDS (IRP Procedures Manual-Article 4-Section 401 & 402)

- a. Registrants **shall** maintain detailed distance records that reflect operation on an individual-vehicle basis. An **acceptable** source document for verifying fleet distance traveled is an "Individual Vehicle Distance Records" (IVDR). The source documents **shall** contain the following information:
 - i. Date of trip (starting and ending);
 - ii. Trip origin and destination (city & state);
 - iii. Route of travel;
 - iv. Beginning and ending odometer or hub-odometer reading of the trip (may be waived by the base jurisdiction);
 - v. Total trip distance traveled;
 - vi. Distance traveled by jurisdiction; and
 - vii. Unit number or vehicle identification number
- b. From the information recorded on the IVDRs, the registrant must prepare and maintain:
 - i. A monthly summary that recaps In-Jurisdiction and Total Distance traveled by each Power Unit operated during the calendar month;
 - ii. A quarterly summary that recaps In-Jurisdiction and Total Distance traveled by Fleet during each calendar quarter; and
 - iii. A summary of the quarterly recaps used in preparing the application for appointment.

Note: Summaries are not acceptable at face value and must be supported by source documents such as IVDRs in order to be of any use during an Audit.

- c. In recording actual distance traveled on an apportionable vehicle, the registrant **must** record **all** movement including loaded, empty, deadhead and/or bobtail distance. Also, **all** trip permits obtained for operations by apportionable vehicles must be available on file and actual distance must be recorded.

DECLARATION:

The undersigned agrees to maintain records in accordance with the International Registration Plan (IRP) from the original date of licensing until the license is expired, cancelled, or suspended.

Registrant Name: _____

Account No. _____ Fleet No. _____ Date: _____

Representative's Signature: _____

June 2011

INDIVIDUAL VEHICLE DISTANCE RECORD (IVDR) SAMPLE

VEHICLE NO.	INDIVIDUAL VEHICLE DISTANCE RECORD (IVDR)	TRIP NO.
4568	SAMPLE	25689
TRAILER NO. 321	LEWIS TRUCKING COMPANY	
TRAILER NO.	(COMPANY NAME)	
FLEET NO.	1234 LANE STREET	
LOCATION	(ADDRESS)	
<input type="checkbox"/> DIESEL <input type="checkbox"/> GAS <input type="checkbox"/> L.P.G	LITTLE ROCK, AR 72103	
	(CITY, STATE, ZIP)	
DRIVER/CONTRACTOR	JOHN SMITH	
ORIGIN	LITTLE ROCK, AR	
DESTINATION(S)	OKLAHOMA CITY, OK	
DESTINATION(S)	DALLAS, TX -- LITTLE ROCK, AR	
B/L #	PRO #	TRIP LEASE #
SPECIAL INSTRUCTIONS		

TRIP REPORT

			456258			
			BEGINNING	FUEL PURCHASES		
DATE	STATE	HIGHWAYS USED	ODOMETER READING/ JURISDICTION EXIT	MILES/ KILOMETER	GAL./ LITRES	VENDOR
6/13/2008	AR	US 67,I-30,I-40	456415	157		
6/13/2008	OK	I-40	456721	306		
6/13/2008	TX	I-35, I-30	456977	256		
6/13/2008	AR	I-30, I-630	457118	141		
			457118			
			ENDING			
			860			
			TOTAL			

(DRIVER'S SIGNATURE/DATE)

- | | | | | |
|---------------------|------------------|-------------------|-------------------|--------------------------------|
| AL-ALABAMA | IN-INDIANA | NE-NEBRASKA | SC-SOUTH CAROLINA | BC-BRITISH COLUMBIA |
| AK-ALASKA | IA-IOWA | NV-NEVADA | SD-SOUTH DAKOTA | MB-MANITOBA |
| AZ-ARIZONIA | KS-KANSAS | NH-NEW HAMPSHIRE | TN-TENNESSEE | NB-NEW BRUNSWICK |
| AR-ARKANSAS | KY-KENTUCKY | NJ-NEW JERSEY | TX-TEXAS | NL-NEW FOULAND AND
LABRADOR |
| CA-CALIFORNIA | LA-LOUISIANA | NM-NEW MEXICO | UT-UTAH | |
| CO-COLORADO | ME-MAINE | NY-NEW YORK | VA-VIRGINIA | NT-N.W. TERRITORIES |
| CT-CONNECTICUT | MD-MARYLAND | NC-NORTH CAROLINA | VT-VERMONT | NS-NOVA SCOTIA |
| DE-DELAWARE | MA-MASSACHUSETTS | ND-NORTH DAKOTA | WA-WASHINGTON | NU-NUNAVUT |
| DC-DIST OF COLUMBIA | MI-MICHGAN | OH-OHIO | WV-WEST VIRGINIA | ON-ONTARIA |
| FL-FLORDIA | MN-MINNESOTA | OK-OKLAHOMA | WI-WISCONSIN | PE-PR.EDWARD ISLAND |
| GA-GEORGIA | MS-MISSISSIPPI | OR-ORGEN | WY-WYOMING | QC-QUEBEC |
| ID-IDAHO | MO-MISSOURI | PA-PENNSYLVANIA | MX-MEXICO | SK-SASKATCHEWAN |
| IL-ILLNOIS | MT-MONTANA | RI-RHODE ISLAND | AB-ALBERTA | YT-YUKON |

AFFIDAVIT

OF NON-ROAD USE

DESCRIPTION OF VEHICLE

Year Model _____ Make _____

VIN _____
Vehicle Identification Number

STATE OF ARKANSAS

- (1) This vehicle has not been used on the public highways since the registration expired on _____.
We must have a copy of the last registration.

OR

- (2) This vehicle has not been placed into service since being purchased on _____.

Signature: _____

Date: _____

Outside City Limits

Date

The following individual(s) or company

(please print)

is/are located outside the city limits of _____ .
(please print)

Owner or representative



NEED TO FILE AN IRS FORM 2290 TO REGISTER YOUR TRUCK TODAY?

To better serve you, the IRS and the International Registration Plan Section, Office of Motor Vehicle (IRP) of the AR Department of Finance & Administration have made special arrangements to make it easier for you to register your truck. At your option, IRP will forward your completed Form 2290, Schedule 1 and remittance to the IRS on your behalf. You will not need to wait for a receipted schedule 1 from IRS to register your truck. Your participation in this service is entirely voluntary.

This service is available for walk-in customers only.

If you decide to use this service, this is what you do:

You give IRP the following:

- the completed original Form 2290,
- 2 copies of Schedule 1,
- payment in full of the amount due (personal check, money order, bank or cashiers check payable to the United States Treasury.)

If you decide to use this service, this is what IRP does:

IRP will review your return for completion of certain entries. IRP will mail your return and payment to IRS on the business day following receipt of your return.

What you need to know:

IRS does not consider your return filed for tax purposes until they receive it. IRS is not responsible for any delays or mishandling of your return or remittance before it is received by IRS. You are liable for any tax, penalties and interest that may be due. If the IRS determines you owe additional amounts, they will bill you directly after they receive the return.

IRP is voluntarily offering this service to registrants. IRP is not reimbursed for this service. IRP is not an agent or contractor of the IRS. IRP does not receive confidential return information from IRS records of your account.

Form 2290 (Rev. July 2010) Department of the Treasury Internal Revenue Service (99)	Heavy Highway Vehicle Use Tax Return For the period July 1, 2010, through June 30, 2011 ▶ Attach both copies of Schedule 1 to this return. ▶ See the separate instructions.	Keep a copy of this return for your records. OMB No. 1545-0143														
Type or Print	Name _____ Address (number, street, and room or suite no.) _____ City, state, and ZIP code (For Canadian or Mexican address, see page 5 of the instructions.) _____	FOR IRS USE ONLY T _____ FF _____ FP _____ I _____ T _____														
Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Amended Return Check this box if reporting (a) additional tax from an increase in taxable gross vehicle weight or (b) suspended vehicles exceeding the mileage use limit. Do not check this box for any other reason. <input type="checkbox"/> VIN Correction Check this box if you are correcting a vehicle identification number (VIN) listed on a previously filed Schedule 1 (Form 2290). Do not check this box for any other reason. <input type="checkbox"/> Final Return Check this box if you no longer have taxable vehicles to report.																
Part I Figuring the Tax																
1 Was the vehicle(s) reported on this return used on public highways during July 2010 ? If YES, enter 201007 in the boxes to the right. If NO, see the table on page 3 of the instructions. ▶		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td></td><td>Y</td><td>Y</td><td>Y</td><td>Y</td><td>M</td><td>M</td> </tr> <tr> <td style="text-align: center;">1</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>		Y	Y	Y	Y	M	M	1						
	Y	Y	Y	Y	M	M										
1																
2 Tax. Enter the Total from Form 2290, page 2, column (4) ▶		2														
3 Additional tax from increase in taxable gross weight. See page 5 of the instructions ▶		3														
4 Total tax. Add lines 2 and 3 ▶		4														
5 Credits. See page 5 of the instructions ▶		5														
6 Balance due. Subtract line 5 from line 4. This is the amount you owe. If payment through EFTPS, check here <input type="checkbox"/> ▶		6														
Part II Statement in Support of Suspension (Complete the statements that apply. Attach additional sheets if needed.)																
7 I declare that the vehicles listed in Part II of Schedule 1 are expected to be used on public highways (check the boxes that apply): <input type="checkbox"/> 5,000 miles or less <input type="checkbox"/> 7,500 miles or less for agricultural vehicles during the period July 1, 2010, through June 30, 2011, and are suspended from the tax. Complete and attach Schedule 1.																
8a I declare that the vehicles listed as suspended on the Form 2290 filed for the period July 1, 2009, through June 30, 2010, were not subject to the tax for that period except for any vehicles listed on line 8b. Check this box if applicable. ▶ <input type="checkbox"/>																
b Vehicle identification numbers _____																
9 I declare that vehicle identification numbers _____ were listed as suspended on the Form 2290 filed for the period July 1, 2009, through June 30, 2010. These vehicles were sold or transferred to _____ on _____ At the time of the transfer, the vehicles were still eligible for the suspension of the tax. Attach a separate list if needed.																
Third Party Designee Sign Here	Do you want to allow another person to discuss this return with the IRS (see instructions)? <input type="checkbox"/> Yes. Complete the following. <input type="checkbox"/> No Designee's name _____ Phone no. _____ Personal identification number (PIN) _____ Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge. Signature _____ Date _____ Type or print name below signature. Telephone number _____															
Paid Preparer's Use Only	Preparer's signature _____ Date _____ Check if self-employed <input type="checkbox"/> Preparer's SSN or PTIN _____ Firm's name (or yours if self-employed), address, and ZIP code _____ EIN _____ Phone no. _____															
For Privacy Act and Paperwork Reduction Act Notice, see page 9 of the instructions. Cat. No. 112500 Form 2290 (Rev. 7-2010)																

Form 2290 (Rev. 7-2010)

Page **2****Tax Computation**

Category	Taxable Gross Weight (in pounds)	(1) Annual tax (vehicles used during July)		(2) Partial-period tax (vehicles first used after July) (See the tables on page 10 of the instructions.)		(3) Number of vehicles		(4) Amount of tax (col. (1) or (2) times col. (3))	Category
		(a) Vehicles Except Logging*	(b) Logging Vehicles*	(a) Vehicles Except Logging*	(b) Logging Vehicles*	(a) Vehicles Except Logging*	(b) Logging Vehicles*		
A	55,000	\$ 100.00	\$ 75.00	\$	\$			\$	A
B	55,001 - 56,000	122.00	91.50						B
C	56,001 - 57,000	144.00	108.00						C
D	57,001 - 58,000	166.00	124.50						D
E	58,001 - 59,000	188.00	141.00						E
F	59,001 - 60,000	210.00	157.50						F
G	60,001 - 61,000	232.00	174.00						G
H	61,001 - 62,000	254.00	190.50						H
I	62,001 - 63,000	276.00	207.00						I
J	63,001 - 64,000	298.00	223.50						J
K	64,001 - 65,000	320.00	240.00						K
L	65,001 - 66,000	342.00	256.50						L
M	66,001 - 67,000	364.00	273.00						M
N	67,001 - 68,000	386.00	289.50						N
O	68,001 - 69,000	408.00	306.00						O
P	69,001 - 70,000	430.00	322.50						P
Q	70,001 - 71,000	452.00	339.00						Q
R	71,001 - 72,000	474.00	355.50						R
S	72,001 - 73,000	496.00	372.00						S
T	73,001 - 74,000	518.00	388.50						T
U	74,001 - 75,000	540.00	405.00						U
V	over 75,000	550.00	412.50						V
Totals. Add the number of vehicles in columns (3a) and (3b). Enter the total here and on Schedule 1, Part III, line a. Add the amounts in column (4). Enter the total here and on Form 2290, line 2 ▶								\$	
W	Tax-Suspended Vehicles (See Part II on page 6 of the instructions.)								

Complete both copies of Schedule 1 (Form 2290) and attach them to Form 2290.

* See page 2 of the instructions for information on logging vehicles.

Form **2290** (Rev. 7-2010)

SCHEDULE 1
(Form 2290)
(Rev. July 2010)
Department of the Treasury
Internal Revenue Service

Schedule of Heavy Highway Vehicles

For the period July 1, 2010, through June 30, 2011

► **Complete both copies of Schedule 1 and attach them to Form 2290.**
► **See the Consent to Disclosure of Tax Information on page 2.**

OMB No. 1545-0143

Type or Print	Name as shown on Form 2290	Employer identification number □□-□□□□□□□□	FOR IRS USE ONLY T _____ FF _____ FP _____ I _____ T _____
	Address (number, street, and room or suite no.)		
	City, state, and ZIP code (For Canadian or Mexican address, see page 5 of the instructions.)		

Caution. You must list **all** vehicles. Attach a separate list if needed. See page 7 of the instructions.

Part I Vehicles on Which You Are Reporting Tax. Enter VIN and category.		Category
1	□□□□□□□□□□□□□□□□	
2	□□□□□□□□□□□□□□□□	
3	□□□□□□□□□□□□□□□□	
4	□□□□□□□□□□□□□□□□	
5	□□□□□□□□□□□□□□□□	

Part II Vehicles for Which Tax Is Suspended—5,000 Miles or Less (7,500 Miles or Less for Agricultural Vehicles). Enter VIN.		Category
1	□□□□□□□□□□□□□□□□	W
2	□□□□□□□□□□□□□□□□	W

Part III Summary of Reported Vehicles		a	b
a Enter the number of taxable vehicles from Form 2290, page 2, column 3, Totals			
b Enter the total number of taxable vehicles on which the tax is suspended from Form 2290, page 2, column 3 (category W)			

For Privacy Act and Paperwork Reduction Act Notice, see page 9 of the instructions.

Do not cut or separate the forms on this page.

Schedule 1 (Form 2290) (Rev. 7-2010)

SCHEDULE 1
(Form 2290)
(Rev. July 2010)
Department of the Treasury
Internal Revenue Service

Schedule of Heavy Highway Vehicles

For the period July 1, 2010, through June 30, 2011

► **This copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.**

OMB No. 1545-0143

Type or Print	Name as shown on Form 2290	Employer identification number □□-□□□□□□□□	FOR IRS USE ONLY T _____ FF _____ FP _____ I _____ T _____
	Address (number, street, and room or suite no.)		
	City, state, and ZIP code (For Canadian or Mexican address, see page 5 of the instructions.)		

Caution. You must list **all** vehicles. Attach a separate list if needed. See page 7 of the instructions.

Part I Vehicles on Which You Are Reporting Tax. Enter VIN and category.		Category
1	□□□□□□□□□□□□□□□□	
2	□□□□□□□□□□□□□□□□	
3	□□□□□□□□□□□□□□□□	
4	□□□□□□□□□□□□□□□□	
5	□□□□□□□□□□□□□□□□	

Part II Vehicles for Which Tax Is Suspended—5,000 Miles or Less (7,500 Miles or Less for Agricultural Vehicles). Enter VIN.		Category
1	□□□□□□□□□□□□□□□□	W
2	□□□□□□□□□□□□□□□□	W

Part III Summary of Reported Vehicles		a	b
a Enter the number of taxable vehicles from Form 2290, page 2, column 3, Totals			
b Enter the total number of taxable vehicles on which the tax is suspended from Form 2290, page 2, column 3 (category W)			

For Privacy Act and Paperwork Reduction Act Notice, see page 9 of the instructions.

Cat. No. 112500

Schedule 1 (Form 2290) (Rev. 7-2010)

Consent to Disclosure of Tax Information

For the period July 1, 2010, through June 30, 2011

By signing, dating, and entering my employer identification number below, I hereby consent to the Internal Revenue Service (IRS) disclosing information about my payment of the Heavy Highway Vehicle Use Tax (HVUT) for the tax period listed above to the federal Department of Transportation (DOT), U.S. Customs and Border Protection (CBP), and to state Departments of Motor Vehicles (DMV). The information disclosed to the DOT, CBP, and state DMVs will be my Vehicle Identification Number (VIN) and verification that I have paid the HVUT. The IRS may disclose the information to the DOT, CBP, and to the DMVs of the 50 states and the District of Columbia who have other taxing, registration, or information collecting authority. I agree that the American Association of Motor Vehicle Administrators (AAMVA), a third-party nonprofit organization, may be used as an intermediary to transmit my VIN and payment information from the IRS to the state DMVs.

I understand that the information to be disclosed is generally confidential under the laws applicable to the IRS and that the agency receiving the HVUT information is not bound by these laws and may use the information for any purpose as permitted by other federal laws and/or state law. To be effective, this consent must be received by the IRS within 120 days of the date below.

If signed by a corporate officer or party other than the taxpayer, I certify that I have the authority to execute this consent to disclosure of tax information.

Sign Here	▶ _____ Signature	▶ _____ Date
	_____ Type or print name below signature.	_____ Employer identification number

Schedule 1 (Form 2290) (Rev. 7-2010)

JURISDICTION OF ARKANSAS

Schedule of fees for trucks, truck tractors and buses

Gross Weight - pounds	Fees											
	12 Months	11Months	10 Months	9 Months	8 Months	7 Months	6 Months	5 Months	4 Months	3 Months	2 Months	1 Month
B CLASS												
6,000	39.00	36.00	33.00	29.00	26.00	23.00	20.00	16.00	13.00	10.00	7.00	3.00
7,000	46.00	42.00	39.00	34.00	31.00	27.00	23.00	19.00	15.00	11.00	8.00	4.00
8,000	52.00	48.00	43.00	39.00	35.00	30.00	26.00	22.00	17.00	13.00	9.00	4.00
9,000	59.00	54.00	49.00	44.00	39.00	34.00	30.00	25.00	20.00	15.00	10.00	5.00
10,000	65.00	60.00	54.00	49.00	43.00	38.00	33.00	27.00	22.00	16.00	11.00	5.00
11,000	72.00	66.00	60.00	54.00	48.00	42.00	36.00	30.00	24.00	18.00	12.00	6.00
12,000	78.00	72.00	65.00	59.00	52.00	46.00	39.00	33.00	26.00	20.00	13.00	7.00
13,000	85.00	78.00	71.00	64.00	57.00	50.00	42.00	35.00	28.00	21.00	14.00	7.00
14,000	91.00	83.00	76.00	68.00	61.00	53.00	45.00	38.00	30.00	23.00	15.00	8.00
15,000	98.00	90.00	82.00	74.00	65.00	57.00	49.00	41.00	33.00	25.00	16.00	8.00
16,000	104.00	95.00	87.00	78.00	69.00	61.00	52.00	43.00	35.00	26.00	18.00	9.00
17,000	111.00	102.00	92.00	83.00	74.00	65.00	56.00	46.00	37.00	28.00	19.00	9.00
18,000	117.00	107.00	98.00	88.00	78.00	68.00	59.00	49.00	39.00	29.00	20.00	10.00
19,000	124.00	114.00	103.00	93.00	83.00	72.00	62.00	52.00	41.00	31.00	21.00	10.00
C CLASS												
20,000	169.00	154.00	141.00	127.00	113.00	99.00	84.00	70.00	56.00	34.00	28.00	14.00
21,000	177.00	162.00	148.00	133.00	118.00	103.00	89.00	74.00	59.00	44.00	30.00	15.00
22,000	186.00	171.00	155.00	140.00	124.00	109.00	93.00	78.00	62.00	47.00	31.00	16.00
23,000	194.00	178.00	162.00	146.00	129.00	113.00	97.00	81.00	65.00	49.00	32.00	16.00
24,000	203.00	186.00	169.00	152.00	135.00	118.00	102.00	85.00	68.00	51.00	34.00	17.00
25,000	211.00	193.00	176.00	158.00	141.00	123.00	105.00	88.00	70.00	53.00	35.00	18.00
26,000	220.00	201.00	183.00	165.00	147.00	128.00	110.00	92.00	73.00	55.00	37.00	18.00
27,000	228.00	209.00	190.00	171.00	152.00	133.00	114.00	95.00	76.00	57.00	38.00	19.00
28,000	237.00	217.00	198.00	178.00	158.00	138.00	119.00	99.00	79.00	59.00	40.00	20.00
29,000	245.00	225.00	204.00	184.00	163.00	143.00	123.00	102.00	82.00	61.00	41.00	20.00
30,000	254.00	233.00	212.00	191.00	169.00	148.00	127.00	106.00	85.00	64.00	42.00	21.00
31,000	262.00	240.00	218.00	196.00	175.00	153.00	131.00	109.00	87.00	65.00	44.00	22.00
32,000	270.00	248.00	225.00	203.00	180.00	158.00	135.00	113.00	90.00	68.00	45.00	23.00
33,000	279.00	256.00	233.00	209.00	186.00	163.00	140.00	116.00	93.00	70.00	47.00	23.00
34,000	287.00	263.00	239.00	215.00	191.00	167.00	144.00	120.00	96.00	72.00	48.00	24.00
35,000	296.00	271.00	247.00	222.00	197.00	173.00	148.00	123.00	99.00	74.00	49.00	25.00
36,000	304.00	276.00	253.00	228.00	203.00	177.00	152.00	127.00	101.00	76.00	51.00	25.00
37,000	313.00	287.00	261.00	235.00	209.00	182.00	156.00	130.00	104.00	78.00	52.00	26.00
38,000	321.00	294.00	268.00	241.00	214.00	187.00	161.00	134.00	107.00	80.00	54.00	27.00
39,000	330.00	303.00	275.00	248.00	220.00	193.00	165.00	138.00	110.00	83.00	55.00	28.00
D CLASS												
40,000	442.00	405.00	368.00	331.00	295.00	258.00	221.00	184.00	147.00	110.00	74.00	37.00
41,000	453.00	415.00	378.00	340.00	302.00	264.00	227.00	189.00	151.00	113.00	76.00	38.00
42,000	464.00	425.00	387.00	348.00	309.00	271.00	232.00	193.00	155.00	116.00	77.00	39.00
43,000	475.00	435.00	396.00	356.00	317.00	277.00	237.00	198.00	158.00	119.00	79.00	40.00
44,000	486.00	446.00	405.00	365.00	324.00	284.00	243.00	203.00	162.00	122.00	81.00	41.00
45,000	497.00	456.00	414.00	373.00	331.00	290.00	249.00	207.00	166.00	124.00	83.00	41.00
46,000	508.00	466.00	423.00	381.00	339.00	296.00	254.00	212.00	169.00	127.00	85.00	42.00
47,000	519.00	476.00	433.00	389.00	346.00	303.00	260.00	216.00	173.00	130.00	87.00	43.00
48,000	530.00	486.00	442.00	398.00	353.00	309.00	265.00	221.00	177.00	133.00	88.00	44.00
49,000	541.00	496.00	451.00	406.00	361.00	316.00	270.00	225.00	180.00	135.00	90.00	45.00
50,000	553.00	507.00	461.00	415.00	369.00	323.00	276.00	230.00	184.00	138.00	92.00	46.00
51,000	564.00	517.00	470.00	423.00	376.00	329.00	282.00	235.00	188.00	141.00	94.00	47.00
52,000	575.00	527.00	479.00	431.00	383.00	335.00	288.00	240.00	192.00	144.00	96.00	48.00
53,000	586.00	537.00	488.00	439.00	391.00	342.00	293.00	244.00	195.00	146.00	98.00	49.00
54,000	597.00	547.00	498.00	448.00	398.00	348.00	299.00	249.00	199.00	149.00	100.00	50.00
55,000	608.00	557.00	507.00	456.00	405.00	355.00	304.00	253.00	203.00	152.00	101.00	51.00
E CLASS												
56,000	692.00	634.00	577.00	519.00	461.00	404.00	346.00	288.00	231.00	173.00	115.00	58.00
57,000	704.00	645.00	587.00	528.00	469.00	411.00	352.00	293.00	235.00	176.00	117.00	59.00
58,000	716.00	655.00	597.00	537.00	477.00	418.00	358.00	298.00	239.00	179.00	119.00	60.00
59,000	729.00	668.00	608.00	547.00	486.00	425.00	365.00	304.00	243.00	182.00	122.00	61.00
H CLASS												
60,000	819.00	751.00	683.00	614.00	546.00	478.00	410.00	341.00	273.00	205.00	137.00	68.00
61,000	833.00	764.00	694.00	625.00	555.00	486.00	417.00	347.00	278.00	208.00	139.00	69.00
62,000	846.00	776.00	705.00	635.00	564.00	494.00	423.00	353.00	282.00	212.00	141.00	71.00
63,000	860.00	788.00	717.00	645.00	573.00	502.00	430.00	358.00	287.00	215.00	143.00	72.00
64,000	874.00	801.00	728.00	655.00	583.00	510.00	437.00	364.00	291.00	218.00	146.00	73.00
65,000	887.00	813.00	739.00	665.00	591.00	517.00	444.00	370.00	296.00	222.00	148.00	74.00
66,000	901.00	826.00	751.00	676.00	601.00	526.00	450.00	375.00	300.00	225.00	150.00	75.00
67,000	915.00	839.00	763.00	686.00	610.00	534.00	458.00	381.00	305.00	229.00	153.00	76.00
J CLASS												
68,000	972.00	891.00	810.00	729.00	648.00	567.00	486.00	405.00	324.00	243.00	162.00	81.00
69,000	987.00	905.00	823.00	740.00	658.00	576.00	494.00	411.00	329.00	247.00	165.00	82.00
70,000	1,001.00	918.00	834.00	751.00	667.00	584.00	501.00	417.00	334.00	250.00	167.00	83.00
71,000	1,015.00	930.00	846.00	761.00	677.00	592.00	507.00	423.00	338.00	254.00	169.00	85.00
72,000	1,030.00	944.00	858.00	772.00	687.00	601.00	515.00	429.00	343.00	257.00	172.00	86.00
73,000	1,044.00	957.00	870.00	783.00	696.00	609.00	522.00	435.00	348.00	261.00	174.00	87.00
K CLASS												
73,281	1,350.00	1,238.00	1,125.00	1,013.00	900.00	788.00	675.00	563.00	450.00	338.00	225.00	113.00
74,000	1,350.00	1,238.00	1,125.00	1,013.00	900.00	788.00	675.00	563.00	450.00	338.00	225.00	113.00
75,000	1,350.00	1,238.00	1,125.00	1,013.00	900.00	788.00	675.00	563.00	450.00	338.00	225.00	113.00
76,000	1,350.00	1,238.00	1,125.00	1,013.00	900.00	788.00	675.00	563.00	450.00	338.00	225.00	113.00
77,000	1,350.00	1,238.00	1,125.00	1,013.00	900.00	788.00	675.00	563.00	450.00	338.00	225.00	113.00
78,000	1,350.00	1,238.00	1,125.00	1,013.00	900.00	788.00	675.00	563.00	450.00	338.00	225.00	113.00
79,000	1,350.00	1,238.00	1,125.00	1,013.00	900.00	788.00	675.00	563.00	450.00	338.00	225.00	113.00
80,000	1,350.00	1,238.00	1,125.00	1,013.00	900.00	788.00	675.00	563.00	450.00	338.00	225.00	113.00



VEHICLE REGISTRATION APPLICATION

 STATE OF ARKANSAS
 DEPARTMENT OF FINANCE & ADMINISTRATION
 PO BOX 1272
 LITTLE ROCK, AR 72203

TRANSACTION TYPE

LICENSE NO.	INV. TYPE	USE CODE	DECAL NO.	EXPIRATION DATE	VEHICLE IDENTIFICATION NUMBER						
YEAR	MAKE	MODEL	BODY	CYL	COLOR	FUEL	UNLADEN WT.	GROSS WT.	DSP	AXLES	PREVIOUS TITLE NUMBER
TITLE CODE	PUR. TYPE	PUR. DATE	DEALER #	OD CODE	OD READING	CHECK IF APPLICABLE					
						DAMAGE	PREV. DAMAGE	LEASE	PRORATE	PENALTY	MAIL
COMPLETE ONLY IF CONVERTING CLASS TWO (2) THROUGH EIGHT (8) TRUCK LICENSE											
OLD LIC. NO.	OLD WT.	OLD FEE	IF INVOLUNTARY, SHOW AMT. OVERLOAD AND SUMMONS NUMBER				VALIDATION PERIOD FOR DRIVE OUT OR INTRANSIT				
			OVERLOAD WEIGHT		SUMMONS NUMBER		BEGINNING DATE & TIME:		ENDING DATE & TIME		
OWNER NAME											
LAST		FIRST								REL	
LAST		FIRST									
COMPANY											
ARKANSAS ADDRESS										CTY CODE	
TITLE MAILING ADDRESS										CTY CODE	
RENEWAL MAILING ADDRESS										CTY CODE	
FIRST LIENHOLDER					CONTRACT DATE		REGISTRATION FEE		REPLACEMENT FEE		
							CREDIT		TRANSFER FEE		
							ADDITIONAL FEE		TITLE FEE		
SECOND LIENHOLDER					CONTRACT DATE		PRORATED FEE		LIEN FEE		
							SPECIAL FEE (1)		PENALTY		
							SPECIAL FEE (2)		POSTAGE		
REVENUE OFFICE CITY			OFFICE NUMBER		COUNTY		SPECIAL FEE (3)		TOTAL REG. FEES		
ARKANSAS REVENUE AGENT						DATE		CTY CODE		SALES TAX RECEIPT NUMBER	
SIGNATURE OF LIENHOLDER (IF APPLICABLE)											
SIGNATURE OF OWNER(S)										PERSONAL PROPERTY ACCT. NO.	

10-381 / 05-30-2000

June 2011

Instructions for Completing the Motor Carrier Identification Report, Application for USDOT Number (MCS-150)

<u>Topic</u>	<u>Page</u>
I. Federal Motor Carrier Safety Administration (FMCSA) Overview	1
II. Filing Options	1
III. Step-By-Step Instructions	2
IV. Where Can I Get Additional Help And Information?	8
V. Motor Carrier Identification Report (MCS-150 form)	9

I. Federal Motor Carrier Safety Administration (FMCSA) Overview

The Federal Motor Carrier Safety Administration (FMCSA) registration process requires that companies define the type of business operation (Motor Carrier, Broker, Shipper, Freight Forwarder and/or Cargo Tank Facility) that they plan to establish. FMCSA's responsibilities include monitoring and enforcing compliance with the Federal Motor Carrier Safety Regulations (FMCSR) and the Hazardous Materials Regulations (HMR) governing both safety and financial responsibility. The Agency's focus on both concerns is reflected in the dual path of its current registration process. Companies may find that they are subject to both registration requirements—USDOT Number (Forms MCS-150 and MCS-150B)—and Interstate Operating Authority (Forms OP-1, OP-1(P), OP-1(FF), OP-1(MX), or OP-2).

FMCSA encourages all applicants with Internet access to use our online registration assistant (<http://www.fmcsa.dot.gov/online-registration>) to determine all FMCSA registration requirements. For applicants without Internet access, FMCSA can mail instructions, forms, and other materials designed to assist in the off-line registration process; call FMCSA at 1-800-832-5680.

These instructions assume that the applicant has determined that a USDOT Number is required and that the MCS-150 form must be submitted.

II. Filing Options

There are two options for filing the necessary forms to obtain a USDOT Number:

- Completing and filing the required MCS-150 forms online, or
- Completing a printed copy and mailing to the FMCSA

FMCSA strongly encourages applicants to use the electronic online application process since it has built-in edit checks and simple yes-and-no questions for easy, accurate completion. It is also significantly faster than applying by mail. The estimated time to complete the form online is approximately 20 minutes.

- **Option 1: Filing Online (recommended).**
 - We encourage you to print all related form instructions prior to completing the online forms.
 - To complete and submit application form(s), go to: <http://www.fmcsa.dot.gov/online-registration>.
 - Upon submission, a USDOT Number for the company is issued immediately, if the application is approved.
 - FMCSA suggests that you record the USDOT Number that is assigned.
- **Option 2: Filing Paper by Mail.**
 - Submit all required MCS and/or OP forms together.
 - Once the application is completed, FMCSA suggests making a copy for the company's files.
 - Mailed applications, on average, take four to six weeks processing time.
 - Notification of USDOT Number will be sent to the mailing address provided in items 8-11 of submitted MCS-150 or MCS-150B form.
 - Mail completed application form(s) to:

Federal Motor Carrier Safety Administration
 Attention: USDOT Number Application
 1200 New Jersey Avenue SE
 Washington, DC 20590

Note: Applications that are incomplete, unreadable, or unsigned will be rejected and returned via mail, delaying the receipt of the company's USDOT Number.

III. Step-By-Step Instructions

These instructions will assist in preparing a complete and accurate MCS-150 application. The instruction numbers below correspond to the numbered items on the MCS-150 form. When completing the application, please print clearly in ink or type all information.

Reason for Filing (Top of Form) — The information in the table below represents the valid reasons for filing the MCS-150 Form. Select one of the four reasons and mark its corresponding box at the top of the form under "Reason for Filing," and complete all the items on the form that are mandatory for the selected reason.

If you would like to:	Select the following under "Reason for Filing":	Complete the following form items:
Obtain a USDOT Number – first time filer	NEW APPLICATION	All applicable items (1-30); exclude items 18 and 28.
File the formal MCS-150 Biennial Update, or update MCS-150 information	BIENNIAL UPDATE OR CHANGES	All applicable items 1-16, 30, and any others where information has changed since the company's last update.
Notify FMCSA that the company is no longer operating as an interstate Motor Carrier	OUT OF BUSINESS NOTIFICATION	All applicable items 1-16 and 30.
Reapply after New Entrant Registration has been revoked (USDOT Number inactivated)	REAPPLICATION (AFTER REVOCATION OF NEW ENTRANT)	All applicable items (1-30). In item 18 enter the USDOT Number previously assigned to the company.

NOTE: If the company was previously assigned a USDOT Number, do NOT submit this form to obtain a new USDOT Number. That is, if the company currently has or has had at any time a USDOT Number, then the only valid reasons for completing this form are: reapplication after revocation of a new entrant registration, out of business notification, or biennial update or other interim change to the company's MCS-150 application information.

See instructions labeled ["To find out if a company already has a USDOT Number"](#) in Section IV of this document.

1. Name of Motor Carrier — This is the legal name of the business entity that owns/controls the Motor Carrier operation. The name entered here should be the full legal business name (the name on the incorporation certificate, partnership agreement, tax records, etc.).

For example, if the company is a:

- Sole Proprietorship/Individual, enter the legal name, e.g., John A. Doe
- Partnership, enter the legal names of all partners, e.g., John A. Doe and Jane B. Smith
- Corporation, enter the name on the incorporation certificate (this name must include the type of corporation), e.g., John Doe INC, John Doe LLC.

2. Trade or D.B.A. (Doing Business As) Name — Enter the company's trade name if it is different from the company's official business name (the name entered in item 1). For example, if you entered "John A. Doe" in item 1 as the company's official business name, but the trade name, or "Doing Business As" name, is "John's Trucking Company," you would enter "John's Trucking Company" in this item.

3-6. Principal Address — Enter the address where the company's safety records are maintained. FMCSA will use this address for on-site visits to Motor Carriers for the purpose of conducting safety audits, compliance reviews, and other activities. For this reason, do not enter a P.O. Box as the Principal Address or processing of the company's application will be delayed.

7. Colonia (Mexico Only) — If the company's principal address (and safety records location) is in Mexico, enter the "Colonia" or "Barrio" in Mexico.

8-11. Mailing Address — Enter the mailing address where the company wants all its FMCSA correspondence to be sent (this may be a P.O. Box). If all parts of this address are the same as the "Principal Address" (items 3-6) write "SAME" in item 8 and leave items 9-11 blank. However, if any parts of the mailing and principal addresses differ, complete all items 8-11.

12. Colonia (Mexico Only) — If the company's mailing address is in Mexico, enter the "Colonia" or "Barrio" in Mexico.

13. Principal Business Phone Number — Enter the primary telephone number, including area code, for the "Principal Address" (items 3-6). (This may be a cell phone number.)

14. Principal Contact Cell Phone Number — Enter the cell phone number, if any, including area code. (If this is the same as the "Principal Business Phone Number" [item 13], enter "Same.")

15. Principal Business Fax Number — Enter the company's fax number, including area code. This number is for the location provided as "Principal Address" (items 3-6) above. If there is no fax number available leave this item blank.

16. USDOT NO. — If the company is not a new applicant, that is if it already has a USDOT Number, enter the company's USDOT Number.

17. MC OR MX NO. — If the company has already been assigned an "MC" or "MX" identification number for Interstate FMCSA Operating Authority, enter the number. This includes MC or MX numbers that are pending.

18. Dun & Bradstreet NO. — If the company has a Dun & Bradstreet identifier number, enter it. If you do not know the number, visit <http://www.dnb.com>, or call Dun & Bradstreet at 1-800-999-3867.

19. IRS/TAX ID NO. — Enter either the Employer Identification Number (EIN) assigned to the Motor Carrier company by the Internal Revenue Service, or the owner's Social Security Number (SSN).

20. Internet E-Mail Address — Enter the e-mail address, if the company has one, for the official point of contact.

21. Carrier Mileage — Enter the total mileage of all Commercial Motor Vehicles (CMV) in the company's operation to the nearest 10,000 miles for the last calendar year (e.g., 2006). If the company did not operate a CMV during the last calendar year, leave this item blank.

22. Company Operation — The company operation type will tell FMCSA what type(s) of Motor Carrier or Hazardous Materials Shipper operations the company plans to provide. If you select "Vehicle Registrant Only" you may not select any other carrier or shipper operation. If you select only Hazmat Shipper (no carrier operation) from the list, the company is not required to obtain a USDOT Number, so no filing is needed. Read the instructions and definitions below before responding. These selections will determine if this business is regulated by the FMCSA.

NOTE: The Pipeline and Hazardous Materials Safety Administration (PHMSA) regulates Motor Carriers and Shippers of hazardous materials. If the company will carry or ship hazardous materials it may need to be registered with PHMSA (<http://hazmat.dot.gov/regs/register/register.htm>) in addition to FMCSA.

Select all that apply:

- **Interstate Carrier** — The company is an Interstate Carrier if any part of its operation transports property or passengers in support of interstate commerce, i.e., the property or passengers cross State lines either before the company received them, while the company is transporting them, or after the company has transferred the property or passengers. The transportation of the property or passengers may include transport by plane, train, or boat in addition to the company's commercial motor vehicle. For example: if the origination and destination indicated on the bill of lading—when one exists—are not in the same State, then the shipment is interstate and the company needs to be registered as an Interstate Carrier.

The company is also considered to be an Interstate Carrier if the property or passengers being transported will ever do ANY of the following:

- Cross State lines (including a place outside the United States)
- Move from the United States or a U.S. territory to a foreign country, or vice versa
- Have origination and destination points within a State, but pass through another State or foreign country during transport

- **Intrastate Hazmat Carrier** — The company is an Intrastate Hazardous Materials Carrier if any part of its business operation meets ALL of the following criteria:
 - Transports Hazardous Materials in quantities that are regulated by the Department of Transportation (DOT)
 - Never crosses State lines (including a place outside the United States)
 - Never moves from the United States or U.S. territory to a foreign country, or vice versa
 - Never passes through another State or foreign country during transport

The company is required to comply with FMCSA Safety Regulations and Hazardous Materials Regulations.

- **Intrastate Non-Hazmat Carrier** — The company is an Intrastate Non-Hazardous Materials Carrier if its business operation meets ALL of the following criteria:
 - Does NOT transport Hazardous Materials in quantities that are regulated by DOT
 - Never crosses State lines (including a place outside the United States)
 - Never moves from the United States or U.S. territory to a foreign country, or vice versa

- o Never passes through another State or foreign country during transport
- **Interstate Hazmat Shipper** — The company is an Interstate Hazardous Materials Shipper if any part of its business operation offers, or makes Hazardous Materials available to a carrier for transportation in interstate or foreign commerce. If the company makes the Hazardous Materials available AND also transports the Hazardous Materials, then the company is considered to be both an Interstate Hazmat Shipper and an Interstate or Intrastate Motor Carrier. Companies that are Hazmat Shippers only (don't provide carrier transport) do not need a USDOT Number to operate and therefore are not required to file this form. Interstate Hazmat Shippers must however, still comply with the Hazardous Materials Regulations.
- **Intrastate Hazmat Shipper** — The company is an Intrastate Hazardous Materials Shipper if it exclusively tenders or makes Hazardous Materials available to an Intrastate Hazmat Carrier for actual transport. If the company offers or makes available Hazardous Materials AND transports Hazardous Materials, then it is considered as both an Intrastate Hazmat Shipper and an Interstate or Intrastate Motor Carrier (both options should be selected in response to this item). If the company never operates as a carrier, but only operates as a Hazmat Shipper, it is not required to obtain a USDOT Number and need not file this form. However, they will be required to comply with the Hazardous Materials Regulations.
- **Vehicle Registrant Only** — The company is a Vehicle Registrant Only if its base state of operations requires the company/individual to obtain a USDOT Number as a required part of its state commercial vehicle registration process AND the individual that is listed on the vehicle registration and to whom license plates are issued will never operate the CMV under its own assigned USDOT Number or Operating Authority. Two of the more common reasons to receive a USDOT Number with a "vehicle registrant only" status are illustrated in the examples below. If you select "vehicle registrant only" as the response, do not select any other responses for item 22.

Examples:

- o The company owns and registers its commercial trucks for the sole purpose of renting or leasing those trucks to Motor Carriers that will operate the trucks to transport goods.
- o The company is an owner-operator that will never operate the trucks under its own USDOT Number or Operating Authority (the company only operates under another company's USDOT Number or Operating Authority).

NOTE: If the company is a Vehicle Registrant Only, do not select additional company operations. Skip to item 30, sign, and date the form.

23. Operation Classification — Is based on the type of business the company is engaged in and will help determine the FMCSA regulations the company is subject to. It will also determine if the company requires Interstate Operating Authority. The company's operations may place it under multiple operation classifications, so selections should be made carefully.

Definitions of Classifications:

- A. Authorized For-Hire** — A non-exempt (exempt Motor Carriers are defined in B, below) Motor Carrier who receives compensation for transporting passengers, FMCSA-regulated goods, or household goods that are owned by others.

NOTE: If you select "Authorized For-Hire Carrier" as one of the company's operation classifications, the company will also be required to obtain Interstate Operating Authority (MC or MX Number) by filing the appropriate OP form with the FMCSA.

- B. Exempt For-Hire** — A Carrier who receives compensation for transporting only exempt goods (commodities that are NOT regulated by the FMCSA); or an Interstate Carrier transporting exclusively within a commercial zone that is exempt from FMCSA operating authority rules. Carriers are also exempt if they only transport employees of their company (e.g., a company shuttles its own employees to and from a work station). Exempt status typically excuses a carrier from the Operating Authority requirement, but a USDOT Number is still required.

NOTE: Administrative Ruling No. 119 (<http://www.fmcsa.dot.gov/adminrule119>) provides additional guidance for identifying EXEMPT commodities (those NOT regulated by the FMCSA). If all the commodities that the company transports appear on this list, then the commodities are considered exempt. Information about commercial zone exemptions may be found at 49 CFR 372 (<http://www.fmcsa.dot.gov/49CFR-372>).

- C. Private Property** — A company that transports its own cargo, usually as a part of a business that produces, uses, sells, and/or buys the cargo that is being hauled.

- D. **Private Passengers (Business)** — A "for-profit" company that provides interstate transportation of passengers in order to support its primary line of business. The passenger transportation service should not be available to the general public. For example, a hotel chain that provides a free shuttle service that crosses a state line driving from an airport to a hotel is classified as "Private Passengers (Business)." The shuttle service furthers the business, but is not a source of income.

Refer to regulation 49 CFR 390.5 (<http://www.fmcsa.dot.gov/49CFR-390.5>) for more information on Private Passenger classifications.

- E. **Private Passengers (Non-business)** — A "not-for-profit" company that provides interstate transportation of passengers in order to support its primary line of business. The passenger transportation service that is offered should not be available to the general public. For example, a not-for-profit youth center that uses a bus to transport youth on field trips is a Private Passenger (Non-business). Refer to regulation 49 CFR 390.5 (<http://www.fmcsa.dot.gov/49CFR-390.5>) for more information on Private Passenger classifications.
- F. **Migrant** — Interstate transportation provided by a Contract Carrier, but not a Common Carrier, of three or more migrant workers to or from their employment using any motor vehicle other than a passenger automobile or station wagon. A Contract Carrier provides transport service to one or more companies on a contract basis. Contract carriers do not maintain a regularly scheduled service. A Common Carrier transports persons or property for pay to anyone at any time and to any place within its operating authority.
- G. **U.S. Mail** — Transportation of U.S. mail under contract with the U.S. Postal Service.
- H. **Federal Government** — Transportation of property or passengers by a U.S. Federal Government Agency.
- I. **State Government** — Transportation of property or passengers by a U.S. State Government Agency.
- J. **Local Government** — Transportation of property or passengers by a local municipality.
- K. **Indian Tribe** — Transportation of property or passengers by an Indian tribal government.
- L. **Other** — Transportation of property or passengers by an operation classification not described above.

NOTE: If the carrier's vehicles are sometimes leased to another motor carrier, select the appropriate options (A-K) indicating all types of operations performed.

24. Cargo Classifications — Refers to the types of materials the company transports or ships (offers for transport). The company may transport/ship materials from multiple categories. Select all the letters corresponding to the types of cargo the company transports/ships. If "Other" is selected, enter the name of the commodity in the space provided.

NOTE: If you indicate that the company transports passengers, it means that the company uses a motor coach, school bus, mini-bus, van, or limousine to transport passengers. Do not select this item if someone rides along to assist the driver when the company's primary business is to transport property. If you check this option, you will also have to indicate the number of each type of passenger vehicle that is owned or leased under the motor coach, school bus, mini-bus, van, or limousine headings provided in item 26 of this form.

25. Hazardous Materials (Carrier or Shipper) — Complete this item only if the company transports or ships (offers for transport) Hazardous Materials. Otherwise, proceed to item 26.

- The letters "C" and "S" in the columns refer to "Carrier" and "Shipper." Select "C" or "S" next to the Hazardous Materials that the company carries or ships. If the company is both a Carrier and a Shipper of the Hazardous Materials, select both "C" and "S."
- The letters "B" and "NB" refer to "Bulk" and "Non-bulk." Select "B" next to the appropriate Hazardous Materials if the company transports/ships greater than 119 gallons of it. If the company transports/ships 119 gallons or less of the Hazardous Materials, select "NB."

The Hazardous Materials Classes and Divisions listed below correspond to those listed in 49 CFR 173.2. (Short descriptions are provided. For more information see the Hazardous Materials guide at <http://www.fmcsa.dot.gov/hm-comply>.)

- | | |
|--|--|
| A. Div 1.1 Explosives (with mass explosion hazard) | Z. Div 6.1 A (Poison Liquid which is a PIH Zone A) |
| B. Div 1.2 Explosives (with projection hazard) | AA. Div 6.1 B (Poison Liquid which is a PIH Zone B) |
| C. Div 1.3 Explosives (with predominantly fire hazard) | BB. Div 6.1 Poison (Poisonous Liquid with no inhalation hazard) |
| D. Div 1.4 Explosives (with no significant blast hazard) | CC. Div 6.1 Solid (Meets the definition of a poisonous solid) |
| E. Div 1.5 Explosives (Very insensitive explosives; blasting agents) | DD. Class 7 Radioactive Materials |
| F. Div 1.6 Explosives (Extremely insensitive detonating substances) | EE. HRCQ (Highway Route Controlled Quantity of Radioactive Material) |
| G. Div 2.1 Flammable Gas | FF. Class 8 Corrosive Material |
| H. Div 2.1 LPG (Liquefied Petroleum Gas) | GG. Class 8 A (Corrosive Liquid which is a PIH Zone A) |
| I. Div 2.1 Methane Gas | HH. Class 8 B (Corrosive Liquid which is a PIH Zone B) |
| J. Div 2.2 Non-Flammable Compressed Gas | II. Class 9 Miscellaneous Hazardous Materials (See http://www.fmcsa.dot.gov/hm-comply for more details) |
| K. Div 2.2 D (Anhydrous Ammonia) | JJ. Elevated Temperature Material (Meets definition in 49 CFR 171.8 for an elevated temperature material) |
| L. Div 2.3 A (Poison Gas which is Poison Inhalation Hazard (PIH) Zone A) | KK. Infectious Waste (Meets definition in 49 CFR 171.8 for an infectious waste) |
| M. Div 2.3 B (Poison Gas which is PIH Zone B) | LL. Marine Pollutants (Meets Definition in 49 CFR 171.8 for a marine pollutant) |
| N. Div 2.3 C (Poison Gas which is PIH Zone C) | MM. Hazardous Sub (RQ) (Meets definition in 49 CFR 171.8 of a reportable quantity of a hazardous substance) |
| O. Div 2.3 D (Poison Gas which is PIH Zone D) | NN. Hazardous Waste (Meets definition in 49 CFR 171.8 of a hazardous waste) |
| P. Class 3 Flammable and Combustible Liquid | OO. ORM (Meets definition in 49 CFR 171.8 of Other Regulated Material) |
| Q. Class 3 A (Flammable Liquid which is a PIH Zone A) | |
| R. Class 3 B (Flammable Liquid which is a PIH Zone B) | |
| S. Combustible Liquid (Refer to 49 CFR 173.20 (b)) | |
| T. Div 4.1 Flammable Solid | |
| U. Div 4.2 Spontaneously Combustible Material | |
| V. Div 4.3 Dangerous When Wet Material | |
| W. Div 5.1 Oxidizer | |
| X. Div 5.2 Organic Peroxide | |
| Y. Div 6.2 Infectious Substance (Etiologic agent) | |

NOTE: Information on Poison Inhalation Hazards is found in column 7 of the Hazardous Materials table (49 CFR 172.101). Specific Hazardous Materials information can be obtained by accessing the Hazmat Table at <http://www.fmcsa.dot.gov/hm-comply>.

26. Number of Vehicles That Will Be Operated In The U.S. — Provide the number of each type of CMV that the company uses in its U.S. operations broken out by the method used to acquire the vehicle (owned, term-leased or trip-leased). Owned means the company holds title to the CMV, term leased means the vehicle is leased for a specific time period or term of contract, and trip leased means the CMV is leased on a trip-by-trip basis as needed. If the company owns or leases a commercial motor vehicle that is used to transport passengers rather than property within the U.S. (includes motorcoach, school bus, mini-bus, passenger van, or limousines only), then indicate the number of each type of passenger-carrying CMV (by its passenger-carrying capacity) that is owned, term-leased or trip-leased. For passenger-carrying vehicles, count the driver as a passenger when determining a vehicle's passenger-carrying capacity. Reference the definitions for each type of passenger-carrying vehicle below. For example, if the company owns 3 straight trucks and 1 trailer and term leases 2 additional trailers, the table would be filled out like this:

	Straight Trucks	Truck Tractors	Trailers	Hazmat Cargo Tank Trucks	Hazmat Cargo Tank Trailers	Motor-coach	Number of vehicles carrying number of passengers (including the driver)									
							School Bus			Mini-bus	Passenger Van		Limousine			
							1-8	9-15	16+	16+	1-8	9-15	1-8	9-15	16+	
Owned	3		1													
Term Leased			2													
Trip Leased																

If the company transports passengers and has a term lease on 2 limos that carry 9 passengers each (including the driver) and owns 1 mini-bus that carries 18 passengers (including the driver), the table would be filled out like this:

	Straight Trucks	Truck Tractors	Trailers	Hazmat Cargo Tank Trucks	Hazmat Cargo Tank Trailers	Motor-coach	Number of vehicles carrying number of passengers (including the driver)								
							School Bus			Mini-bus	Passenger Van		Limousine		
							1-8	9-15	16+	16+	1-8	9-15	1-8	9-15	16+
Owned										1					
Term Leased														2	
Trip Leased															

Passenger vehicles are defined as:

- **Motor Coach** — A vehicle designed for long distance transportation of passengers, usually equipped with storage racks above the seats and a baggage hold beneath the passenger compartment.
- **School Bus** — A vehicle designed and/or equipped mainly to carry primary and secondary students to and from school, usually built on a medium or large truck chassis.
- **Mini-bus** — A motor vehicle designed or used to transport 16 or more passengers, including the driver, and typically built on a small truck chassis; has a smaller seating capacity than a motor-coach.
- **Passenger Van** — A small motor vehicle designed or used to transport 15 or fewer passengers, including the driver (if the company uses a van to transport something other than passengers, enter the number of vehicles under "straight trucks.")
- **Limousine** — A passenger vehicle usually built on a lengthened automobile chassis.

27. Driver Information — Enter the number of interstate and intrastate drivers who operate CMVs for the company on an average workday. Part-time, casual, term-leased, trip-leased, and company drivers should be included in the company's total driver headcount. Also, enter the total number of drivers (regardless of employment status) used in the company's operations (interstate and intrastate) and the total number of drivers that hold a valid Commercial Driver's License (CDL). Also, see the "100-mile-radius driver" consideration below

NOTE: The total number of drivers should be equal to all interstate plus all intrastate drivers. The total number of CDL drivers should be equal to or less than the total number of drivers.

100-mile-radius driver — Driver operates exclusively within a 100 air-mile radius of the normal work-reporting location. For example, the company has 10 drivers, 5 that operate in interstate commerce and 5 that operate in intrastate commerce. Of the 5 that are intrastate, 2 stay exclusively within the 100-mile radius of their work location and 3 go beyond the 100-mile radius. All of the 5 interstate drivers are operating beyond a 100-mile radius. Of the 10 drivers, 8 have their CDL. This is how the form would be completed:

DRIVER INFORMATION	INTERSTATE	INTRASTATE	TOTAL DRIVERS	TOTAL CDL DRIVERS
Within 100-Mile Radius		2	10	8
Beyond 100-Mile Radius	5	3		

28. If the company's USDOT Number and registration are currently revoked by FMCSA — Enter the company's assigned USDOT Number in the space provided.

29. Enter name(s) of sole proprietor(s), officers, or partners and their titles — If the company's legal business structure is "Sole Proprietor," then enter the owner's name and title in the spaces provided; otherwise, enter the name of two company partners (if the company is a partnership) or two corporate officers and their titles if the company is a corporation (for example, corporate officers might include Vice President, Secretary, Treasurer, President).

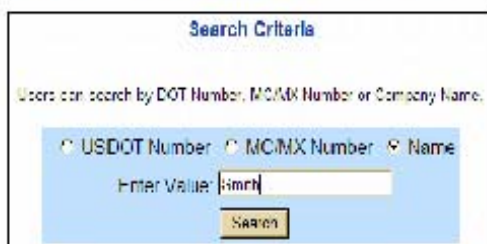
30. Certification Statement — Print or type the name of the individual authorized to sign documents on behalf of the entity listed in item 1 (Name of Motor Carrier). This individual must sign, date, and print or type his/her name and title in the spaces provided. The individual's signature must match his/her name. The authorized signer in this item should match one of the names provided in response to item 29.

NOTE: If this form is not signed and dated with a printed/typed name and title of an authorized individual, the application will be rejected and a USDOT Number will NOT be assigned.

IV. Where Can I Get Additional Help And Information?

For your convenience, the following is a list of helpful links, most of which are referenced in this instructions document. Information is provided in English-only unless otherwise specified.

1. **FMCSA Registration & Assistance Web page**
<http://www.fmcsa.dot.gov/online-registration>
2. **Printable Registration Forms**
<http://www.fmcsa.dot.gov/r-l-forms>
3. **To find out if a company already has a USDOT Number:**
Call FMCSA toll-free at 1-800-832-5660 or go to <http://www.fmcsa.dot.gov>:
 - a. Under the section "Safety & Security" select "Company Safety Snapshot (SAFER)"
 - b. Select the option labeled "Name" and enter either the company's "D.B.A. Name" (Doing Business As Name) or its Legal Name.
 - c. Click on the "Search" button.
 - d. The system will inform you whether a USDOT Number is assigned to the name entered



Search Criteria

Users can search by DOT Number, MC/MX Number or Company Name.

☐ USDOT Number ☐ MC/MX Number ☒ Name

Enter Value:

4. Mexico-based carriers should use this site to determine which forms are required to operate in the U.S.
<http://www.fmcsa.dot.gov/new-entrant> (English)
http://www.fmcsa.dot.gov/espanol/new-entrant_sp_index.htm (Spanish)
5. **Hazardous Materials Table/Hazardous Materials section of the FMCSA Web site**
<http://www.fmcsa.dot.gov/hm-comply>
6. **Pipeline and Hazardous Materials Safety Administration (PHMSA) registration**
<http://hazmat.dot.gov/regs/register/register.htm>
7. To get a Dun & Bradstreet number or find out if a company already has one
<http://www.dnb.com>
8. To determine if the company's commodities are exempt (**Administrative ruling 119**). If any commodity the company is transporting does not appear on these lists as exempt, then it is regulated.
<http://www.fmcsa.dot.gov/adminrule119>
9. 49 CFR 390.5 "Definitions" for more information on Private Passenger (Business) and Private Passenger (Non-business)
<http://www.fmcsa.dot.gov/49CFR-390.5>

OMB No. 2126-0013 Expiration Date: 03/31/2011

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the paperwork Reduction Act, unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2126-0013. Public reporting for this collection of information is estimated to be approximately 20 minutes per response, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. All responses to this collection of information are mandatory, and will be provided confidentially to the extent allowed by the Freedom of Information Act (FOIA). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Office, Federal Motor Carrier Safety Administration, MC-80A, 1200 New Jersey Avenue, SE, Washington, D.C. 20590.

**U.S. Department of Transportation
Federal Motor Carrier
Safety Administration**

Motor Carrier Identification Report

(Application for USDOT Number)

REASON FOR FILING (Mark only one)

NEW APPLICATION BIENNIAL UPDATE OR CHANGES OUT OF BUSINESS NOTIFICATION REAPPLICATION (AFTER REVOCATION OF NEW ENTRANT)

1. NAME OF MOTOR CARRIER **2. TRADE OR D.B.A. (DOING BUSINESS AS) NAME**

3. PRINCIPAL ADDRESS **4. CITY** **5. STATE/PROVINCE** **6. ZIP CODE+4** **7. COLONIA (MEXICO ONLY)**

8. MAILING ADDRESS **9. CITY** **10. STATE/PROVINCE** **11. ZIP CODE+4** **12. COLONIA (MEXICO ONLY)**

13. PRINCIPAL BUSINESS PHONE NUMBER **14. PRINCIPAL CONTACT CELL PHONE NUMBER** **15. PRINCIPAL BUSINESS FAX NUMBER**

16. USDOT NO. **17. MC OR MX NO.** **18. DUN & BRADSTREET NO.** **19. IRS/TAX ID NO.**

EIN **SSN**

20. INTERNET E-MAIL ADDRESS **21. CARRIER MILEAGE (to nearest 10,000 miles for last calendar year) YEAR**

22. COMPANY OPERATION (Mark all that apply)

A. Interstate Carrier **B.** Intrastate Hazmat Carrier **C.** Intrastate Non-Hazmat Carrier **D.** Interstate Hazmat Shipper **E.** Intrastate Hazmat Shipper **F.** Vehicle Registrant Only

23. OPERATION CLASSIFICATION (Mark all that apply)

A. Authorized For-Hire **D.** Private Passengers (Business) **G.** U. S. Mail **J.** Local Government
B. Exempt For-Hire **E.** Private Passengers (Non-Business) **H.** Federal Government **K.** Indian Tribe
C. Private Property **F.** Migrant **I.** State Government **L.** Other _____

24. CARGO CLASSIFICATIONS (Mark all that apply)

A. GENERAL FREIGHT **G.** BUILDING MATERIALS **M.** PASSENGERS **S.** GARBAGE, REFUSE, TRASH **Y.** PAPER PRODUCT
B. HOUSEHOLD GOODS **H.** MOBILE HOMES **N.** OIL FIELD EQUIPMENT **T.** U.S. MAIL **Z.** UTILITY
C. METAL SHEETS, COILS, ROLLS **I.** MACHINERY, LARGE OBJECTS **O.** LIVESTOCK **U.** CHEMICALS **AA.** FARM SUPPLIES
D. MOTOR VEHICLES **J.** FRESH PRODUCE **P.** GRAIN, FEED, HAY **V.** COMMODITIES DRY BULK **BB.** CONSTRUCTION
E. DRIVE AWAY/TOWNWAY **K.** LIQUIDS/GASES **Q.** COAL/COKE **W.** REFRIGERATED FOOD **CC.** WATER WELL
F. LOGS, POLES, BEAMS, LUMBER **L.** INTERMODAL CONT. **R.** MEAT **X.** BEVERAGES **DD.** OTHER _____

25. HAZARDOUS MATERIALS (CARRIER OR SHIPPER) (Mark all that apply)

(C) CARRIER (S) SHIPPER (B) BULK - IN CARGO TANKS (NB) NON-BULK - IN PACKAGES

C S B NB C S B NB C S B NB C S B NB

A. DIV 1.1 **K.** DIV 2.2D (Ammonia) **U.** DIV 4.2 **EE.** HRCQ
B. DIV 1.2 **L.** DIV 2.3A **V.** DIV 4.3 **FF.** CLASS 8
C. DIV 1.3 **M.** DIV 2.3B **W.** DIV 5.1 **GG.** CLASS 8A
D. DIV 1.4 **N.** DIV 2.3C **X.** DIV 5.2 **HH.** CLASS 8B
E. DIV 1.5 **O.** DIV 2.3D **Y.** DIV 6.2 **I.** CLASS 9
F. DIV 1.6 **P.** Class 3 **Z.** DIV 6.1A **JJ.** ELEVATED TEMP MAT.
G. DIV 2.1 (Flam. Gas) **Q.** Class 3A **AA.** DIV 6.1B **KK.** INFECTIOUS WASTE
H. DIV 2.1 LPG **R.** Class 3B **BB.** DIV 6.1 POISON **LL.** MARINE POLLUTANTS
I. DIV 2.1 (Methane) **S.** COMB LIQ **CC.** DIV 6.1 SOLID **MM.** HAZARDOUS SUB (RC)
J. DIV 2.2 **T.** DIV 4.1 **DD.** CLASS 7 **NN.** HAZARDOUS WASTE
OO. ORM

26. NUMBER OF VEHICLES THAT WILL BE OPERATED IN THE U.S.

	Straight Trucks	Truck Tractors	Trailers	Hazmat Cargo Tank Trucks	Hazmat Cargo Tank Trailers	Motor-coach	Number of vehicles carrying number of passengers (including the driver)							
							School Bus			Mini-bus	Passenger Van		Limousine	
	1-8	9-15	16+	1-8	9-15	1-8	9-15	1-8	9-15	1-8	9-15	16+		
OWNED														
TERM LEASED														
TRIP LEASED														

27. DRIVER INFORMATION

	INTERSTATE	INTRASTATE	TOTAL DRIVERS	TOTAL CDL DRIVERS
Within 100-Mile Radius				
Beyond 100-Mile Radius				

28. IS YOUR USDOT NUMBER REGISTRATION CURRENTLY REVOKED BY THE FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION? Yes No

If Yes, enter your USDOT Number. _____

29. PLEASE ENTER NAME(S) OF SOLE PROPRIETOR(S), OFFICERS OR PARTNERS AND TITLES (e.g. president, treasurer, general partner, limited partner)

1. _____ 2. _____

30. CERTIFICATION STATEMENT (to be completed by authorized official)

I, _____ certify that I am familiar with the Federal Motor Carrier Safety Regulations and/or Federal Hazardous Materials Regulations. Under penalties of perjury, I declare that the information entered on this report is, to the best of my knowledge and belief, true, correct, and complete.

Signature _____ Date _____ Title _____ (Please print)

Form MCS-150 (Revised: 6/12/2007)

INSTRUCTIONS

This form is available on our website at www.arkansas.gov/psc and may be completed on-line and printed.

1. Please complete the affidavit by filling in the "Model Year", the "Make" of the equipment, last six digits of the "VIN#", "Purchase Date", and or "Lease Date" if applicable.
2. Fill in the "Owner/Owner-Operator" and or "Leasing Co" information. This section identifies the owner/owner-operator and to which company the equipment is leased. The "Arkansas M#" is an account number and assigned by the Tax Division. It is used to identify the company. The "MC Authority#" is assigned by the Federal Motor Carrier Administration to all for-hire carriers.
3. This statement must be signed and dated by the owner/owner-operator or his/her authorized agent.
4. This information must be received by APSC-Tax Division before visiting or requesting tags from the IRP office.
5. If you have any questions, you may contact the Tax Division by phone 501.682.1272, fax 501.682.6043 or email www.tax@psc.state.ar.us.

Use additional sheets if necessary

Please retain a copy for your records!!

AFFIDAVIT OF INTENT
ARKANSAS PUBLIC SERVICE COMMISSION-TAX DIVISION
ASSESSMENT YEAR 2012

Any equipment purchased or leased after January 1, 2011, will be assessed with the Tax Division by March 31, 2011. This will serve as your official "assessment" statement to present to the IRP or local revenue office if tags are required for the equipment listed below.

Unit #	Model Year	Make	VIN#	Purchase Date	Lease Date

Owner/Owner-Operator:

Owner's Name _____
 Address _____
 City/State/Zip _____
 Phone _____ (Fax) _____
 Arkansas M# _____
 MC Authority# _____
 US Dot# _____

Leasing Co:

Name of Company _____
 Arkansas M# _____
 MC Authority# _____
 US Dot# _____

I declare under the penalties of perjury, that the foregoing statements are true to the best of my knowledge and belief.

 Name (please print/type)

 Title (please print/type)

 Company (please print/type)

 Signature

 Date

APSC-TAX DIVISION
Phone: 501.682.1272
Fax: 501.682.6043

Instruction Sheet for UCR Carrier Registration

What is my base state for UCR?

- (A) If your principal place of business as completed in Section 1 of the form is AK, AL, AR, CA, CO, CT, DE, GA, IA, ID, IL, IN, KS, KY, LA, MA, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NM, NY, OH, OK, PA, RI, SC, SD, TN, TX, UT, VA, WA, WI or WV, **you must use that state as your base state**. If your principal place of business is not in one of these states, go to (B).
- (B) If your principal place of business is not one of the states listed in (A) above but you have an office or operating facility located in one of the states listed in (A) above, you must use that state as your base state.
- (C) If you cannot select a base state using (A) or (B) above, you must select your base state from (A) above that is nearest to the location of your principal place of business; or
- (D) Select your base state as follows:
 - a. If your principal place of business is in DC, MD, NJ, or VT or the Canadian Province of ON, NB, NL, NS, PE, or QC, you may select one of the following states: CT, DE, MA, ME, NH, NY, PA, RI, VA, or WV.
 - b. If your principal place of business is in FL or a state of Mexico, you may select one of the following states: AL, AR, GA, KY, LA, MS, NC, OK, SC, TN, or TX.
 - c. If your principal place of business is in the Canadian Province of ON, MB or NU, you may select one of the following states: IA, IL, IN, KS, MI, MN, MO, NE, OH, or WI.
 - d. If your principal place of business is in AZ, HI, NV, OR, or WY or the Canadian Province of AB, BC, MB, NT, NU, SK, or YT or a state of Mexico, you may select one of the following states: AK, CA, CO, ID, MT, ND, NM, SD, UT, or WA.

Change of Base State

- If you selected your base state using (C) or (D) above and your principal place of business has moved to a qualified state in (A) or (B) above, you may at the next registration year change your base state to a state listed in (A) or (B).

Section 1. – General Information

- Enter all identifying information for your company. The owner and DBA name should be identical to what is on file for your USDOT number (See <http://safer.fmesa.dot.gov/CompanySnapshot.aspx>). Enter the principal place of business address that serves as your headquarters and where your operational records are maintained or can be made available.

Section 2. – Classification (Definitions)

- **“Motor carrier”** means a person providing motor vehicle transportation for compensation.
- **“Motor private carrier”** means a person who provides interstate transportation of property in order to support its primary line of business.
- **“Broker”** means a person, other than a motor carrier, who sells or arranges for transportation by a motor carrier for compensation.
- **“Freight forwarder”** means a person who arranges for truck transportation of cargo belonging to others, utilizing for-hire carriers to provide the actual truck transportation, and also performs or provides for assembling, consolidating, break-bulk and distribution of shipments and assumes responsibility for transportation from place of receipt to destination.
- **“Leasing company”** means a person or company engaged in the business of leasing or renting for compensation motor vehicles they own without drivers to a motor carrier, motor private carrier, or freight forwarder.

Section 3. – Fees Due-Brokers, Freight Forwarders and Leasing Companies

- Brokers, freight forwarders and leasing companies pay the lowest fee tier. If your company is also a motor carrier (whether private or for-hire) you will skip this section of the application.

Section 4. – No. Of Motor Vehicles– Motor Carrier -& Motor Private Carrier

- Check the appropriate box indicating where you obtained the vehicle count for the numbers you entered into the table in this section.
- **Line 1.** In the table, enter the number of commercial motor vehicles you reported on your last MCS-150 form or the total number of commercial motor vehicles owned and operated for the 12-month period ending June 30 of the year immediately prior to the year for which the UCR registration is made. This table includes owned and leased vehicles (term of lease for more than 30 days). **Do not include any trailer counts in Columns A, C or D on this line. Changes in the law for the year 2010 have excluded trailer counts in determining fees under this program.**
- **Line 2.** Subtract the number of vehicles designed to transport 10 passengers or less, including the driver, that are included in Column C of Line 1. **(Optional).** You may also subtract the number of property carrying vehicle(s) used solely in intrastate commerce (never used to carry interstate freight) that you included in Section 4, Columns A. You may not enter on this line the number of passenger carrying vehicles included in Column C that were used solely in intrastate commerce. You must maintain a list of vehicles you deleted under this option.
- **Line 3. (Optional).** You may add the number of owned commercial motor vehicles (straight trucks, tractors, motor coaches, school buses, mini-buses, vans or limousines) that were used only in intrastate commerce if they were not included in Column A or C above. You may also include on this line the number of other self propelled vehicles used in interstate or intrastate commerce to transport passengers or property for compensation that are not defined as a commercial motor vehicle that have a gross vehicle weight rating or gross vehicle weight of 10,000 lbs or less or a passenger capacity of 10 or less, including the driver.
- **Line 4, Total Number of Vehicles.** Total the number of vehicles shown in Column D. Use this total and go to the fee table in Section 5. Pay the amount due for your total number of vehicles.
- **Definition - “Commercial motor vehicle”** (as defined under 49 USC Section 31101) means a self-propelled vehicle used on the highways in commerce principally to transport passengers or cargo, if the vehicle: (1) Has a gross vehicle weight rating or gross vehicle weight of at least 10,001 pounds, whichever is greater; (2) Is designed to transport more than 10 passengers, including the driver; or (3) Is used in transporting material found by the Secretary of Transportation to be hazardous under section 5103 of this title and transported in a quantity requiring placarding under regulations prescribed by the Secretary under section 5103.”

Section 5. – Fee Table for Motor Carrier & Motor Private Carrier

- This table is the approved UCR fees you will pay dependent upon the number of vehicles reported in Section 4. This fee may change from year to year. Contact your base state if you do not have the fee table for the correct registration period.

Section 6. – Fee Due for Motor Carrier & Motor Private Carrier

- Enter the amount due for the total number of vehicles calculated in Section 4.

Section 7. – Certification

- The owner or an individual who has a power of attorney to sign on behalf of the owner or owners must sign this form. This certification indicates that the information is correct under penalty of perjury.



State of Arkansas
Department of Finance & Administration
P.O. Box 8091
Little Rock, AR 72203

UNIFIED CARRIER REGISTRATION -Year 2011

To register online go to WWW.UCR.IN.GOV

SECTION 1. GENERAL INFORMATION

USDOT Number	MC or MX Number	FF Number	Telephone Number	Fax Number
Legal Name			E-Mail Address	
Doing Business Under the Following Name (DBA)				
Principal Place of Business Street Address (See Instructions)				
Principal Business City		Principal Business State		Zip Code
Mailing Street Address				
Mailing City		Mailing State		Mailing Zip Code

SECTION 2. CLASSIFICATION – Check All That Apply

☐ Motor Carrier ☐ Motor Private Carrier ☐ Broker ☐ Leasing Company ☐ Freight Forwarder

SECTION 3. FEES DUE-BROKERS, FREIGHT FORWARDERS AND LEASING COMPANIES ONLY

Note: If your company is also a motor carrier or motor private carrier, skip this section and go to section 4.

Brokers, freight forwarders and leasing companies (not combined with a motor carrier entity), please submit the amount due of \$ 76.00. Payment by mail or in person may be made by Check, Certified Check or Money Order payable to the Department of Finance & Administration. Cash is only acceptable for walk-in payments. Go to Section 7.

SECTION 4. NO. OF MOTOR VEHICLES– MOTOR CARRIER & MOTOR PRIVATE CARRIER

Check only one box:

- ☐ The number of vehicles shown below has been taken from section 26 of your last reported MCS-150 form.
☐ The number of vehicles shown below is the total number owned and operated for the 12-month period ending June 30, 2010.

LINE NO.	NUMBER OF TRUCKS AND TRACTORS (COLUMN A)	(COLUMN B)	NUMBER OF MOTOR COACHES, SCHOOL BUSES, MINI-BUSES, VANS AND LIMOUSINES (COLUMN C)	TOTAL (COLUMN D)
1.				
2.	Subtract: <ul style="list-style-type: none"> The number of vehicles on Line 1 in Column C above that has a vehicle capacity of 10 or less passengers, including the driver. (Optional) The number of vehicles on Line 1 in Column A above that is used only in intrastate commerce. 			
3.	(Optional) Add a number of vehicles <u>not shown on Line 1</u> above that are: <ul style="list-style-type: none"> Commercial motor vehicles operating solely in intrastate commerce. (See instructions for definition of commercial motor vehicle.) Used in commerce to transport passengers or property for compensation and have a GVWR or GVW of 10,000 lbs or less, or a passenger capacity of 10 or less, including the driver. 			
4.	Total Number of Vehicles (Line 1 minus Line 2 plus Line 3)			

SECTION 5. FEE TABLE

Number of Vehicles	Amount Due	Number of Vehicles	Amount Due	Number of Vehicles	Amount Due
0-2	\$76	6-20	\$452	101-1000	\$7,511
3-5	\$227	21-100	\$1,576	1001 or more	\$73,346

SECTION 6. FEES DUE – MOTOR CARRIER & MOTOR PRIVATE CARRIER

Using the number of vehicles in Section 4, Line 4 above, enter the Amount Due from the table above. *Note: Payment by mail or in person may be made by Check, Certified Check or Money Order payable to the Department of Finance & Administration. Cash is only acceptable for walk-in payments.*

\$

SECTION 7. CERTIFICATION

I, the undersigned, under penalty for false statement, certify that the above information is true and correct and that I am authorized to execute and file this document on behalf of the applicant. (Penalty provisions subject to the laws of the registration state.)

Printed Name of Owner or Authorized Representative		Date
Signature		Title